



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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MEMORANDUM

To: Directors, Exceptional Children Programs
Lead Administration, Charter Schools
Institutions of Higher Education
State Improvement Project Coordinators
Foundations of Reading and Math Approved Instructors

From: William J. Hussey, Director

Date: August 7, 2018

RE: OBTAINING PERMISSION TO USE COPYRIGHTED MATERIALS

Through a federal grant funding received from the Office of Special Education Programs (OSEP), the courses named Reading Research to Classroom Practice (formerly Foundations of Reading) and Foundations of Mathematics were originally created by a team of individuals who were contracted by the North Carolina Department of Public Instruction (NC DPI) to develop the content. These two courses were revised extensively by NC DPI staff in 2016 and are the core of the Evidence-Based Practices used in NC State Improvement Project (NC SIP). The NC DPI holds the copyright to these materials.

This communication is to remind you of the process to obtain permission to use these copyrighted materials which we instituted in July 2015 on the advice of agency legal counsel. If any certified/approved instructor provides Reading Research to Classroom Practice or Foundations of Mathematics courses through any contract (commercial, for profit), that individual must have been granted express written permission prior to using these copyrighted materials. To complete the permission request for use of these copyrighted materials, go to:

<https://form.jotform.com/52796071883164>

Over the years, many instructors/trainers have completed the process to become certified/approved in one or both of these courses. Through ongoing communication with these instructors, consistent delivery and fidelity of the course content is maintained through periodic updates and revisions. Individuals who have not maintained the current instructor status (e.g., completed the instructor requirements, but did not attend recertification for updates on the most recent revisions) will not be eligible to receive copyright permission. A current list of instructors is maintained in the Exceptional Children Division at DPI. To confirm whether an individual is on this certified/approved list, contact Dr. Paula Crawford, Director NC SIP, at paula.crawford@dpi.nc.gov.

WJH/PHC/ss

EXCEPTIONAL CHILDREN DIVISION

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