



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Catherine Truitt, *Superintendent of Public Instruction*

WWW.DPI.NC.GOV

TO: Directors/Coordinators, Exceptional Children Programs
Directors, State Operated Programs

FROM: Sherry H. Thomas *SHT*

DATE: February 9, 2022

2021-2022 DATA SUBMISSION FOR FEDERAL PERSONNEL COLLECTION Due – March 14, 2022

The Federal Personnel data collection for the 2021-22 school year will be submitted via a revised survey that combines the Related Service Workforce survey with the federally required personnel data. Responses should include all indicated personnel (employed, contracted, itinerant, full-time, and part-time) that served students with disabilities on December 1, 2021. The revised survey includes headcount, FTE, vacancies, salary, and other helpful staffing information for programs supporting students with disabilities. All LEAs, Charters and State Operated Programs that submitted a December 2021 child count are required to submit personnel data via the survey.

Links to the instructions for the federal personnel survey and an example template are provided on the first page of the survey. This report is specifically for personnel who work with Exceptional Children regardless of their funding source. The report is *not* all inclusive of every type of staff serving students with disabilities, only those required to be reported by the Office of Special Education Programs as listed in the survey.

The link to access the survey is: https://ncdpi.azure1.qualtrics.com/jfe/form/SV_dmBbNr5ycvtPrq6. You may need to copy and paste this link into your browser to access the survey. The due date for the Federal Personnel Survey is March 14, 2022. Your cooperation in meeting the deadline for data submission is appreciated. If you have any questions regarding this data request, please contact Khalilah O’Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov.

SHT/NS/jd

EXCEPTIONAL CHILDREN DIVISION

Sherry H. Thomas, *Director* | sherry.thomas@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (984) 236-2550 | Fax (984) 236-2099

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER