



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Catherine Truitt, *Superintendent of Public Instruction*

www.dpi.nc.gov

TO: Directors, Exceptional Children Programs
Lead Administrators, Charter Schools
Directors, State-Operated Programs

FROM: Sherry Thomas *STH*

DATE: February 1, 2023

2022-2023 DATA SUBMISSION FOR FEDERAL PERSONNEL COLLECTION DUE – MARCH 13, 2023

The Federal Personnel data collection for the 2022-23 school year will be submitted via a revised survey that combines the Related Service Workforce survey with the federally required personnel data. Survey responses must include data on personnel who were employed or contracted as of 12/1/2022, regardless of funding source (e.g., Part B of IDEA, State, local funding), and served students with disabilities, ages 3 through 21, who were reported in the December 2022 Child Count. Survey responses must also include data on personnel salary/wage, vacancies, and other helpful staffing information for programs supporting students with disabilities. The survey does *not* require data of every personnel role serving students with disabilities, only those required to be reported by the Office of Special Education Programs as listed in the survey. All PSUs that submitted the December 2022 Child Count are required to submit federal personnel data via the survey.

The link to access the survey is listed below:

https://ncdpi.azure1.qualtrics.com/jfe/form/SV_5ooVIRpkycSzRWe

You may need to copy and paste this link into your browser to access the survey. The federal personnel survey will open on February 8, 2023, and the due date to submit the completed survey is March 13, 2023. Your cooperation in meeting the deadline for data submission is appreciated. If you have any questions regarding this request, please contact Khalilah O’Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov.

OFFICE OF EXCEPTIONAL CHILDREN

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER