

*Superintendents,*

*Please review the following guidance issued by the NC DTL Home Base Team at NCDPI. This message will also be distributed through gov delivery a bit later today to you, PowerSchool coordinators, and chief academic officers. Best, Jessica*

The North Carolina DTL Home Base team at NCDPI recognizes that this has been a very challenging time for all PSUs. Thank you for the continued leadership and efforts in your district and schools. Please see the guidance below on how to set up the school calendar for March 16 - May 15. This guidance is based on the Governor's Executive Order and the guidance of the State Board of Education and NCDPI.

### **March 16 - March 27, 2020**

- Dates ranging from March 16 - March 27 are to be identified as **Optional Teacher Workdays** or any other non-instructional day that your district may have already had scheduled, e.g., Spring Break, professional learning.
- If your district began providing remote instruction during this window of time, you may label these days as "in-session". Otherwise, if your district did not offer remote learning, these days are to be labeled as "out-of-session".
- For remote learning days, denote the estimated number of instructional hours intended for your PSU in the Notes section of the Calendar Setup screen. It is a PSU decision about the amount of time to note.
- If you had students enroll during these two weeks, be sure to enroll the student on a date that is labeled as "in-session". No enrollments should take place on out-of-session dates.

### **March 30 - May 15, 2020**

- For days when remote learning is offered during this timeframe, these days are to be identified as **in-session, regular school day**.
- If there are times during this window in which your PSU is out of session and is not offering remote instruction, e.g., holiday, Spring Break, optional workdays, those days may be marked as such and labeled as out-of-session.
- For remote learning days, denote the estimated number of instructional hours intended for your PSU in the Notes section of the Calendar Setup screen. It is a PSU decision about the amount of time to note.
- ***Student attendance from March 30 - May 15 will not be taken.***

**NOTE: These guidelines will help schools manage daily enrollment and capture what is happening in our schools during the COVID 19 pandemic. The SBE/NCDPI is working with the General Assembly to address the remaining calendar issues for the 2019-2020 school year. While NCDPI has the authority to provide direction on how to capture the school day, we do not have the authority to determine the final impact on the school calendar.**

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