



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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TO LEA Superintendents
Charter School Directors

FROM Michael Maher, Deputy State Superintendent *WMM*
Division of Standards, Accountability, and Research

Tammy L. Howard, Senior Director *TJH*
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2024–25 ACCOUNTABILITY AND TESTING TRAINING

North Carolina public school units are served by seven regional accountability offices that support the implementation of accountability policies and procedures. Regional accountability offices facilitate monthly training meetings where training and guidance related to testing policy, test development, and analysis and reporting are provided. The purpose of this memo is to share expectations for test coordinators' participation in monthly regional training meetings for the 2024–25 school year.

During the months of July and August each regional office will host a two-day training: the first day of these trainings will be conducted face-to-face, and the second day of these trainings will be held virtually. The appropriate district or school test coordinator must attend both days of training in either July or August. Test coordinators are not expected to attend training both months as the content covered during these meetings will be identical.

Beginning in September, regional offices will provide one face-to-face and one virtual training each month during the 2024–25 school year. Each regional office will publish two monthly training dates by April 19, 2024, for the school year. Setting meeting dates for the upcoming year in April allows test coordinators to block these dates on calendars and plan for participation. Test coordinators who have one or two years of experience in the position are strongly encouraged to attend face-to-face meetings to ensure effective support and one-on-one communication as needed during the training.

If a test coordinator is unable to attend a scheduled training, it is the responsibility of the test coordinator to designate a substitute representative from the public school unit to attend the training. If this is not possible, the test coordinator will attend a monthly training outside of the assigned region.

OFFICE OF ACCOUNTABILITY AND TESTING

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Please note the public school unit test coordinator listed in the Educational Directory and Demographical Information Exchange (EDDIE) is the person required to attend one of the published monthly training dates. The role is titled “Accountability” for districts and “School Testing/Accountability Coord” for other public school units. If the test coordinator changes during the school year, please notify the regional accountability coordinator and ensure EDDIE is updated immediately to reflect the newly designated test coordinator for the public school unit. Districts and schools are encouraged to have the same person in the test coordinator roles throughout the school year to ensure continuity and consistency.

Thank you for all you do for our schools and for each student in North Carolina. Your support and continued collaboration to ensure each public school unit receives proper training from the North Carolina Department of Public Instruction is appreciated. If you have any questions about the information included in this memo please contact Shannon Jordan, Testing Policy and Operations Section Chief, at shannon.jordan@dpi.nc.gov.

MM:TLH:AB:slj

c: Catherine Truitt, State Superintendent
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Regional Accountability Coordinators
LEA and Charter School Test Coordinators