



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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October 16, 2014

TO: Select Superintendents and High School Curriculum Directors

FROM: Dr. Tracy S. Weeks, Chief Academic and Digital Learning Officer TSW

Dr. Robin McCoy, Director Curriculum and Instruction

HONORS COURSE PORTFOLIO REVIEW PROCESS

The second cohort of 40 randomly selected Local Education Agencies (LEAs) will participate in the Honors Course Portfolio Review Process in the spring of 2015. As previously informed, your LEA has been selected to participate in this cohort. In preparation for the second cycle in the state-level review process, the North Carolina Department of Public Instruction (NCDPI) will host a one-hour webinar designed to target those persons in your district who will be responsible for facilitating the process and supporting teachers of honors level courses and uploading the Honors Portfolio information into the electronic system. The webinar will be held Thursday, October 30, 2014 from 3:30 p.m. to 4:30 p.m. This webinar will provide specific training on what will be required of those leading the process in your LEA as well as how to use the electronic platform which will be the Moodle site at the NC Education website: <https://center.ncsu.edu/nc/login/index.php>.

Each LEA is expected to assign an individual to serve as the primary contact for this process. This person may choose to assign several content specialists to help facilitate the process and eventual upload of electronic portfolios. For example, the LEA person who will serve as the primary contact may want to assign one representative for each content area or a combination of content areas to help upload portfolios into the online system and to help support teachers throughout the portfolio development and implementation process (i.e., English, Mathematics, Science, Social Studies, Health and Physical Education, and Career and Technical Education). Each LEA is permitted a maximum of seven individuals who can serve as contacts in the state level review process. **LEAs in Cohort II should inform each person responsible who will serve as a contact for one of the content areas above or as the primary contact to attend the webinar.** By 5:00 p.m., October 24, the primary individual responsible for coordinating the review process in your LEA should complete the questionnaire found at: <https://www.surveymonkey.com/s/CohortIIPrimaryContactInformation>. Once your LEA's questionnaire has been submitted, we will be able to email the webinar registration link to the person indicated in the questionnaire.

For further information and/or questions, please contact Jami Inman at jami.inman@dpi.nc.gov or Michelle McLaughlin at michelle.mclaughlin@dpi.nc.gov in K-12 Curriculum and Instruction or Deborah Seehorn at deborahseehorn@dpi.nc.gov or Carol Short carol.short@dpi.nc.gov for Career and Technical Education.

Thank you for your cooperation as we work together to better serve the teachers and students of North Carolina.

TSW/RM/mm

c: Jo Anne Honeycutt

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