



ANNUAL COMPLIANCE REPORT GUIDANCE

Annual Compliance Report guidance for public and nonpublic schools and LEAs

North Dakota Department of Public Instruction

School Approval & Opportunity

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Deadlines

Deadlines are written in [ND Century Code 15.1-06-06](#), and there are NO exceptions.

DEADLINE — October 1 (5:00 pm)

- Deadline to submit the School and LEA Annual Compliance Reports
 - School principals will submit the school compliance reports
 - LEA superintendents will submit the LEA compliance reports
 - Nonpublic school directors will submit the school compliance reports; **OR**
- Deadline for public school principals or nonpublic school directors to request the October 15 extension from the superintendent of public instruction.

DEADLINE — October 15 (5:00 pm)

- Deadline for school principals and LEA superintendents to submit their school and LEA compliance reports and for nonpublic directors to submit their school compliance report **IF** an extension was submitted before 5:00 pm on October 1, **and the North Dakota Department of Public Instruction (NDDPI) approved the extension.**

The Annual Compliance Report is extremely critical. It certifies that your school (public or nonpublic) is approved. School/LEA Compliance Reports must be formally approved by the school district or the governing board before signing and submission.

Public Schools

School Annual Compliance Report

Upon logging into STARS, you will be taken to the "Fill Out Reports" page. Under "Annual Compliance Reports," you will see the School Annual Compliance Report and the LEA Annual Compliance Report. Under "School Annual Compliance Report," choose the appropriate entity and school year, and click "Select Report."

Fill Out Reports

To complete or view a report, first select the appropriate report group tab. Within a report group tab, find the Report card and then choose an entity button to enter the report.

Select a report category

☐ Show all reports

Annual Compliance Reports	Enrollment	Federal Title	LEA/School Fall Reports and Directories	Personnel	School Calendar	Tr
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School Annual Compliance Report ?

Entity: DPI PLANT ▼

School Year: 2022-2023 ▼

Status: SUBMITTED 8/10/2022 by Angela Thomas

Select Report

LEA Annual Compliance Report ?

Entity: DPI DISTRICT ▼

School Year: 2022-2023 ▼

Status: SUBMITTED 8/10/2022 by Angela Thomas

Select Report

NOTE: Please read all statutory requirements carefully. Your signature ensures the school/district complies with each requirement.

[HB 1029 \(effective July 1, 2011\)](#)

This public school notifies the Department of Public Instruction that it complies with the following statutory requirements ([NDCC 15.1-06-06. Approval of public schools.](#)):

[This school is requesting an extension until October 15, 2026 ; click here](#)

In order to obtain certification that a school is approved, the superintendent of the district in which the school is located shall submit to the Superintendent of Public Instruction an Annual Compliance Report verifying that each school in the district is in accordance with statutory requirements. By checking each approval and compliance area, providing the signatures of the principal(s) and superintendent, and being formally approved by the board of the school district, the district is providing assurance that:

1. **Valid Teaching License Pre-K-12**

Each classroom teacher is licensed to teach by the educational standards and practices board or approved to teach by the education standards and practices board ([NDCC 15.1-09-57](#)) and ([NDCC 15.1-18](#)).

2. Personnel — Highly Qualified Pre-K-12

- a. The institution certifies that all administrators employed by the district hold a valid ND Administrative Credential appropriate for the position they hold.
 - Elementary Credential ([NDAC 67.11.21](#))
 - Secondary Credential ([NDAC 67.11.21](#))
 - Superintendent Credential ([NDAC 67.11.07](#))
- b. Each licensed and credentialed educator is fulfilling only those duties and course areas or fields for which the educator is licensed or credentialed. An out-of-field teacher may teach in a field or course if they have received an exception under sections ([NDCC 15.1-09-57](#)) and ([NDCC 15.1-18](#)).

3. Curriculum Pre-K-12

The school meets all curricular requirements set forth in chapter ([NDCC 15.1-21](#)).

- a. The institution certifies that a comprehensive education program is provided to all students, including coursework required by the NDCC Curriculum Requirements ([NDCC 15.1-21](#)).
- b. Develop a computer science and cybersecurity integration plan based on the ND Computer Science & Cybersecurity content standards to ensure introduction to computer science and cybersecurity knowledge. The plan is approved by the local school board ([HB 1398](#)).
- c. All schools will share interim testing data with the SLDS.

4. Review Process and Continuous Improvement Pre-K-12

The school participates in and meets the requirements of a review process that is:

- a. Designed to improve student achievement through a continuous cycle of improvement; and
- b. Approved by the superintendent of public instruction ([NDCC 15.1-06-06](#)).
 - This school participates in and meets the requirements of a continuous improvement review process designed to improve student achievement and approved by the Superintendent of Public Instruction ([NDCC 15.1-06-06\(d\)](#)). The annual improvement plan for this school year is current and complete within the Cognia continuous improvement platform.
 - The school has executed a data sharing agreement with the North Dakota Department of Public Instruction under ([NDCC 15.1-07-25.3](#) and ([NDCC 15.1-07-33](#)).

5. Safety Requirements Pre-K-12

The physical school plant(s) (note: the fire marshal portion of this section of code does not apply to virtual schools) and staff are adhering to proper safety requirements.

- a. Has no unremedied deficiency; or
- b. Has deficiencies that have been addressed in a plan of correction that was submitted to and approved by the state fire marshal or the state fire marshal designee ([NDCC 15.1-06-09](#)).
- c. Contagious or Infectious Disease ([NDCC 23-07-16 to 23-07-17.1](#)).
- d. Reporting of Child Abuse ([NDCC 50-25.1-03, 09, 13](#)).

6. Background Checks Pre-K-12

All individuals hired after June 30, 2011, and having unsupervised contact with students at the school have:

- a. Undergone a criminal history background check requested by the employing school district or
- b. Undergone a criminal history background check in order to be licensed by the education standards and practices board or by any other state licensing board ([NDCC 15.1-06-06](#)).

Criminal History Record Check ([NDCC 12-60-24\(2\)\(X and Y\)](#)).

7. eTranscript

The school uses ND eTranscripts, or an alternative information system designated by the information technology department in collaboration with the superintendent of public instruction, to generate official transcripts ([NDCC 15.1-06-06](#)).

8. Compliance

Assure the institution is complying with these statements.

- a. "The institution certifies that all library media specialists employed by the district hold a valid North Dakota Credential appropriate for the position they hold." ([Library Media Credential \(NDAC 67-11-04\)](#)).
- b. "The institution certifies that all counselors employed by the district hold a valid North Dakota Credential appropriate for the position they hold." ([School Counselor Credential \(NDAC 67-11-05\)](#)).
- c. The institution certifies that appropriate and effective counseling services are provided for all students. ([K-12 School Counselor Requirements \(15.1-06-19\)](#)).
- d. The institution certifies that it is evaluating its superintendent in accordance with section [15.1-14-03](#) of the NDCC. It is further recommended that the evaluation tool that the school boards use is the model provided by the [ND School Boards Association](#).
- e. The institution certifies that, as a condition of receiving federal education funds, it is in full compliance with the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendments (PPRA), in accordance with 20 U.S.C §§ 1232g and 1232h and their implementing regulations.
- f. The institution certifies that they are following all requirements outlined for schools in ND Century Code and ND Administrative Code.
 - North Dakota Administrative Code ([NDAC 67-01](#))
 - North Dakota Century Code Elementary and Secondary Education ([NDCC 15.1](#))
 - Other Applicable Law & AG Opinions
 - School Fees-L-29, 8/10/01

Formally Approved by the Board — Authorized Representative Signatures of Annual Compliance Report

Requirements before submission:

- Be signed by the school principal(s) and the superintendent of the school district;
- Be formally approved by the board of the school district; and
- Be filled with the Superintendent of Public Instruction before 5 p.m. on
 - October 1; or that
 - Due to unforeseen circumstances, the date the extension has been granted by DPI. The extension terminates at 5:00 p.m. on October 15 [\(NDCC 15.1-06-06 \(2\) and \(6\)\)](#).

9. Exceptions

NOTE: All schools/districts must comply with the statutory requirements for school approval. In exceptional circumstances, when substantial and documented efforts have been undertaken yet a specific requirement remains unmet, those exceptions must be clearly noted. Please provide a detailed summary of the actions taken toward compliance, accompanied by relevant documentation supporting those efforts. DPI will review all documented exceptions and initiate appropriate follow-up actions.

TIP: If you have an out-of-field teacher, contact ESPB at (701) 328-9641 before entering it as an exception. They may be able to assist in resolving the issue.

I hereby certify that the school identified above meets all statutory requirements for school approval as stated in the North Dakota Century Code, with the exception of the items noted below. Electronic data submissions each year to the Department of Public Instruction are also considered legal signatures. The North Dakota Attorney General allows 'signature by submission' and any submission of electronic data is considered to be signed. I recognize that it is a class A misdemeanor if I make a false statement when the statement is material and I do not believe it to be true [\(NDCC 12.1-11-02\)](#).

Upload exception documentation. (Excel File, PDF File, Text File or Word File)

Choose File No file chosen

Upload

File Name	File Name	Original Name	File Size	Date Created
No exception files were found.				

Signatures and Date

Signature of Principal *

Angie Thomas

Date (mm/dd/yyyy)

8/10/2022

- All (elementary, middle, and high) school principals must electronically sign and date the School Annual Compliance Report. (If multiple principals, type each name and title under "Signature of Principal")
- This report must be dated before or on the same day as the school board meeting date. **This report MUST be submitted before you can submit the LEA Annual Compliance Report.**

IMPORTANT: If a school's compliance report is not submitted at the time and in the manner required by subsection 2, the superintendent of public instruction shall designate the school as unapproved. No later than thirty days after the date on which a school's compliance report is due, in accordance with subsection 2, the superintendent of public instruction shall post a notice on the department's website, indicating whether a school is approved or unapproved.

When finished, click "Save," "Validate," and "Submit" in the top right corner of the screen..

LEA Annual Compliance Report

Go back to the Fill Out Reports page. Under "LEA Annual Compliance Report," choose the entity and school year, and click "Select Report."

This report is only at the district level.

Fill Out Reports

To complete or view a report, first select the appropriate report group tab. Within a report group tab, find the Report card and then choose an entity button to enter the report.

Select a report category

☐ Show all reports

Annual Compliance Reports

Enrollment

Federal Title

LEA/School Fall Reports and Directories

Personnel

School Calendar

Tr

School Annual Compliance Report ?

Entity DPI PLANT

School Year 2022-2023

Status SUBMITTED 8/10/2022 by Angela Thomas

Select Report

LEA Annual Compliance Report ?

Entity DPI DISTRICT

School Year 2022-2023

Status SUBMITTED 8/10/2022 by Angela Thomas

Select Report

Since you must submit all the School Annual Compliance Reports before completing the LEA Annual Compliance Report, upon entering this report, you should see the following:

- A list of all the schools under "School" (if applicable).
- The date you entered on the School Annual Compliance Report under "Compliance Completion Date."
- "Yes" under School Compliance Report Submitted.

The superintendent will enter the School Board Approval Date in the appropriate field.

School	Approved
BECEP Center	No
Bismarck 6-8 Virtual Academy	No
Bismarck 9-12 Virtual Academy	No
Bismarck High School	No
Bismarck K-5 Virtual Academy	No

Compliance Completion Date	Extension Date	School Board Approval Date (mm/dd/yyyy)	School Compliance Report Submitted
09/07/2021		9/27/2021	Yes
09/13/2021		9/27/2021	Yes
09/13/2021		9/27/2021	Yes
08/25/2021		9/27/2021	Yes
09/13/2021		9/27/2021	Yes

[HB 1029 \(effective July 1, 2011\)](#)

This LEA notifies the Department of Public Instruction that it complies with the following statutory requirements [\(15.1-06-06\)](#):

In order to obtain certification that a LEA is approved, the superintendent of the district in which the LEA is located shall submit to the Superintendent of Public Instruction an Annual Compliance Report verifying that each school in the district is in accordance with statutory requirements. By checking each approval and compliance area, providing the signatures of the principal(s) and superintendent, and being formally approved by the board of the school district, the district is providing assurance that:

1. **Valid Teaching License Pre-K-12**

Each classroom teacher is licensed to teach by the education standards and practices board or approved to teach by the education standards and practices board [\(NDCC 15.1-09-57\)](#). and [\(NDCC 15.1-18\)](#).

2. **Personnel — Highly Qualified Pre-K-12**

- a. The institution certifies that all administrators employed by the district hold a valid North Dakota Administrative Credential appropriate for the position they hold.
 - Elementary Credential [\(NDAC 67.11.21\)](#)
 - Secondary Credential [\(NDAC 67.11.21\)](#)
 - Superintendent Credential [\(NDAC 67.11.07\)](#)
- b. Each licensed and credentialed educator is fulfilling only those duties and course areas or fields for which the educator is licensed or credentialed. An out of field teacher may teach in a field or course if they have received an exception under sections [\(NDCC 15.1-09-57\)](#) and [\(NDCC 15.1-18\)](#).

3. Curriculum Pre-K-12

The school meets all curricular requirements set forth in chapter [\(NDCC 15.1-21\)](#).

- a. The institution certifies that a comprehensive education program is provided to all students to include coursework required by NDCC Curriculum Requirements [\(NDCC 15.1-21\)](#).
- b. Develop a computer science and cybersecurity integration plan based on the ND Computer Science & Cybersecurity content standards to ensure introduction to computer science and cybersecurity knowledge. The plan is approved by the local school board [\(HB 1398\)](#).
- c. All schools share interim testing data with the SLDS within 30 days of test administration.

4. Review Process and Continuous Improvement Pre-K-12

The school participates in and meets the requirements of a review process that is:

- a. Designed to improve student achievement through a continuous cycle of improvement; and
- b. Approved by the superintendent of public instruction [\(NDCC 15.1-06-06\)](#).
- c. All schools in the district have an updated and completed Strategy Map.

5. Safety Requirements Pre-K-12

The physical school plant(s) (note: the fire marshal portion of this section does not apply to virtual schools), and staff are adhering to proper safety requirements.

- a. Has no unremedied deficiency; or
- b. Has deficiencies that have been addressed in a plan of correction that was submitted to and approved by the state fire marshal or the state fire marshal's designee [\(NDCC 15.1-06-09\)](#).
- c. Contagious or Infectious Disease [\(NDCC 23-07-16 to 23-07-17.1\)](#).
- d. Reporting of Child Abuse [\(NDCC 50-25.1-03,-09,-13\)](#).
- e. Each public and nonpublic school teacher, administrator, and counselor has completed the online interactive training module provided by the department of health and human services for mandated reporters of suspected child abuse or neglect [\(HB 1144\)](#).

6. Background Checks Pre-K-12

All individuals hired after June 30, 2011, and having unsupervised contact with students at the school have:

- a. Undergone a criminal history background check requested by the employing school district; or
- b. Undergone a criminal history background check in order to be licensed by the education standards and practices board or by any other state licensing board [\(NDCC 15.1-06-06.1\)](#).
[Criminal History Record Check NDCC 12-60-24\(2\)\(X and Y\)](#)

7. eTranscript

The school uses ND eTranscripts, or an alternative information system designated by the information technology department in collaboration with the superintendent of public instruction, to generate official transcripts [\(NDCC 15.1-06-06\)](#).

8. Compliance

Assure the institutions in the district are complying with these statements.

- a. The institution certifies that all library media specialists employed by the district hold a valid North Dakota Credential appropriate for the position they hold. [Library Media Credential \(NDAC 67.11.04\)](#).
- b. The institution certifies that all counselors employed by the district hold a valid North Dakota Credential appropriate for the position they hold. [School Counselor Credential \(NDAC 67.11.05\)](#).
- c. The institution certifies that appropriate and effective counseling services are provided for all students. [K-12 School Counselor Requirements \(NDCC 15.1-06-19\)](#).
- d. The institution certifies that it is evaluating its superintendent in accordance with section [NDCC 15.1-14-03](#). It is further recommended that the evaluation tool that the school boards use is the model provided by the [North Dakota School Board Association](#).
- e. The institution certifies that, as a condition of receiving federal education funds, it is in full compliance with the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA), in accordance with 20 U.S.C §§ 1232g and 1232h and their implementing regulations.
- f. The institution certifies that they are following all requirements outlined for schools in North Dakota Century Code and North Dakota Administrative Code. [North Dakota Century Code Elementary and Secondary Education \(NDCC 15.1\)](#). [North Dakota Administrative Code \(NDAC Title 67\)](#).

Other Applicable Law & AG Opinions. School Fees-L-29, 8/10/01

Formally Approved by the Board — Authorized Representative Signatures of Annual Compliance Report

Requirements before submission:

- a. Be signed by the school principal(s) and the superintendent of the school district;
- b. Be formally approved by the board of the school district; and
- c. Be filed with the Superintendent of Public Instruction before 5 p.m. on
 1. October 1; or that
 2. Due to unforeseen circumstances, the date the extension has been granted by DPI. The extension terminates at 5 p.m. on October 15, [\(NDCC 15.1-06-06 \(2\) and \(6\)\)](#).

9. Exceptions

NOTE: All schools/districts must comply with the statutory requirements for school approval. In exceptional circumstances, when substantial and documented efforts have been undertaken yet a specific requirement remains unmet, those exceptions must be clearly noted. Please provide a detailed summary of the actions taken toward compliance, accompanied by relevant documentation supporting those efforts. DPI will review all documented exceptions and initiate appropriate follow-up actions.

TIP: If you have an out-of-field teacher, contact ESPB at (701) 328-9641 before entering it as an exception. They may be able to assist in resolving the issue.

I hereby certify that the school identified above meets all statutory requirements for school approval as stated in the North Dakota Century Code, with the exception of the items noted below. Electronic data submissions each year to the Department of Public Instruction are also considered legal signatures. The North Dakota Attorney General allows 'signature by submission' and any submission of electronic data is considered to be signed. I recognize that it is a class A misdemeanor if I make a false statement when the statement is material and I do not believe it to be true ([NDCC 12.1-11-02](#)).

Upload exception documentation. (Excel File, PDF File, Text File or Word File)

Choose File

No file chosen

Upload

	File Name	File Name	Original Name	File Size	Date Created
No exception files were found.					

Signatures and Date

- The superintendent must sign the LEA Annual Compliance Report under "Superintendent Signature."
- This report must be dated the same day as or after the school board meeting date.

Superintendent Signature:

Date (mm/dd/yyyy)

MM/DD/YYYY

When finished, click "Save," "Validate," and "Submit" in the top right corner of the screen.

You would see "Yes" next to each school under "Approved" if you completed and submitted both reports accurately.

School	Approved	Compliance Completion Date	Extension Date	School Board Approval Date (mm/dd/yyyy)	School Compliance Report Submitted
DPI PLANT	Yes	08/10/2022		8/10/2022	Yes

Nonpublic Schools

Nonpublic School Compliance Report

NOTE: Please read all statutory requirements carefully. Your signature ensures the school/district complies with each requirement.

[HB 1029 \(effective July 1, 2011\)](#)

This nonpublic school notifies the Department of Public Instruction that it complies with the following statutory requirements ([NDCC 15.1-06-06.1](#) and [15.1-06-07](#)):

[This school is requesting an extension until October 15, 2026 ; click here](#)

In order to obtain certification that a school is approved, the superintendent of the district in which the school is located shall submit to the Superintendent of Public Instruction an Annual Compliance Report verifying that each school in the district is in accordance with statutory requirements. By checking each approval and compliance area, providing the signatures of the principal(s) and superintendent, and being formally approved by the board of the school district, the district is providing assurance that:

1. Valid Teaching License Pre-K-12

Each classroom teacher is licensed to teach by the education standards and practices board or approved to teach by the education standards and practices board ([NDCC 15.1-09-57](#)) and ([NDCC 15.1-18](#)).

2. Teacher Highly Qualified Pre-K-12

Each classroom teacher is licensed to teach by the education standards and practices board or approved to teach by the education standards and practices board ([NDCC 15.1-09-57](#)) and ([NDCC 15.1-18](#)).

3. Curriculum Pre-K-12

- a. The school meets all curricular requirements set forth in chapter ([NDCC 15.1-21](#)).
- b. Develop a computer science and cybersecurity integration plan based on the ND Computer Science & Cybersecurity content standards to ensure introduction to computer science and cybersecurity knowledge. The plan is approved by the governing board ([HB 1398](#)).

4. Safety Requirements Pre-K-12

The physical school plant (note: this section of code does not apply to virtual schools) has been inspected by the state fire marshal or the state fire marshal's designee in accordance with section ([NDCC 15.1-06-10](#)) and;

- a. Has no unremedied deficiency; or
- b. Has deficiencies that have been addressed in a plan of correction that was submitted to and approved by the state fire marshal or the state fire marshal's designee ([NDCC 15.1-06-09](#)).
- c. Contagious or Infectious Disease ([NDCC 23-07-16 to 23-07-17.1](#))
- d. Reporting of Child Abuse ([NDCC 50-25.1-03, -09, -13](#)).

5. Background Checks Pre-K-12

All individuals hired after June 30, 2011, and having unsupervised contact with students at the school have:

- a. Undergone a criminal history background check requested by the employing school district; or
- b. Undergone a criminal history background check in order to be licensed by the education standards and practices board or by any other state licensing board ([NDCC 15.1-06-06](#)).

Criminal History Record Check ([NDCC 12-60-24\(2\)\(X and Y\)](#))

6. Compliance

The institution certifies that they are following all requirements outlined for schools in North Dakota Century Code and North Dakota Administrative Code pertaining to **nonpublic schools**.

- a. North Dakota Century Code Elementary and Secondary Education ([NDCC 15.1](#))
- b. North Dakota Administrative Code ([NDAC 67-01](#))

Formally Approved by the Governing Board — Authorized Representative Signatures of Annual Compliance Report

Requirements before submission:

- c. Be signed by the school principal(s) and the superintendent of the school district;
- d. Be formally approved by the governing board; and
- e. Be filed with the Superintendent of Public Instruction before 5 p.m. on
 - i. October 1, 2025; or that
 - ii. Due to unforeseen circumstances, the date the extension has been granted by DPI. The extension terminates at 5 p.m. on October 15, 2025 ([NDCC 15.1-06-06.1 \(2\) and \(6\)](#)).

7. Exceptions

NOTE: All schools/districts are expected to comply with the statutory requirements for school approval. In exceptional circumstances, when substantial and documented efforts have been undertaken yet a specific requirement remains unmet, those exceptions must be clearly noted. Please provide a detailed summary of the actions taken toward compliance, accompanied by relevant documentation supporting those efforts. DPI will review all documented exceptions and initiate appropriate follow-up actions.

TIP: If you have an out-of-field teacher, contact ESPB at (701) 328-9641 before entering it as an exception. They may be able to assist in resolving the issue.

I hereby certify that the school identified above meets all statutory requirements for school approval as stated in the North Dakota Century Code, with the exception of the items noted below. Electronic data submissions each year to the Department of Public Instruction are also considered legal signatures. The North Dakota Attorney General allows 'signature by submission' and any submission of electronic data is considered to be signed. I recognize that it is a class A misdemeanor if I make a false statement when the statement is material and I do not believe it to be true ([NDCC 12.1-11-02](#)).

Upload exception documentation. (Excel File, PDF File, Text File or Word File)

Choose File No file chosen

Upload

File Name	File Name	Original Name	File Size	Date Created
No exception files were found.				

Signatures and Date

- The director must sign the School Annual Compliance Report under "Signature of School Administrator."
- The date of the signed board minutes approving the School Compliance Report must be entered.
- This report must be dated the same day as or after the school board meeting date.

Signature of School Administrator *

Date (mm/dd/yyyy)



Date of Governing Board Approval (mm/dd/yyyy)



If multiple principals, type each name and title under "Signature of Principal".

IMPORTANT: If a school's compliance report is not submitted at the time and in the manner required by subsection 2, the superintendent of public instruction shall designate the school as unapproved. No later than thirty days after the date on which a school's compliance report is due, in accordance with subsection 2, the superintendent of public instruction shall post a notice on the department's website, indicating whether a school is approved or unapproved.

When finished, click "Save," "Validate," and "Submit" in the top right corner of the screen. If you only have one school to report, no further action is required.

Nonpublic School (LEA) Annual Compliance Report

For nonpublic schools that include more than one school, you must also submit the LEA Annual Compliance Report. **The School Compliance Report MUST be submitted before you can submit the LEA Annual Compliance Report.** Since you must submit all the School Annual Compliance Reports before completing the LEA Annual Compliance Report, upon entering this report, you should see the following:

- A list of all the schools under "School".
- The date you submitted the School Annual Compliance Report under "Compliance Completion Date."
- "Yes" under School Compliance Report Submitted.

The school administrator will enter the School Board Approval Date on the LEA Report.

School
Holy Spirit Elem School
Nativity Elem School
Shanley High-Sacred Heart Middle School
Trinity Elem School

Compliance Completion Date	Extension Date	School Board Approval Date (mm/dd/yyyy)	School Compliance Report Submitted
09/08/2022		9/21/2022	Yes
08/11/2022		9/21/2022	Yes
09/10/2022		9/21/2022	Yes
09/08/2022		9/21/2022	Yes

[HB 1029 \(effective July 1, 2011\)](#)

This nonpublic school network notifies the Department of Public Instruction that it complies with the following statutory requirements ([NDCC 15.1-06-06.1](#) and [15.1-06-07](#)):

In order to obtain certification that a nonpublic school network is approved, the administrator of the school in which the nonpublic school network is located shall submit to the Superintendent of Public Instruction an Annual Compliance Report verifying that each school in the nonpublic school network is in accordance with statutory requirements. By checking each approval and compliance area, providing the signatures of the school administrators and being formally approved by the governing board of the nonpublic school network, the nonpublic school network is providing assurance that:

1. **Valid Teaching License Pre-K-12**

Each classroom teacher is licensed to teach by the education standards and practices board or approved to teach by the education standards and practices board ([NDCC 15.1-09-57](#)) and ([NDCC 15.1-18](#)).

2. **Teacher Highly Qualified Pre-K-12**

Each classroom teacher is teaching only in those course areas or fields for which the teacher is licensed or for which the teacher has received an exception under section ([NDCC 15.1-09-57](#)) and ([NDCC 15.1-18](#)).

3. **Curriculum Pre-K-12**

- The nonpublic school network meets all curricular requirements set forth in chapter ([NDCC 15.1-21](#)).
- Develop a computer science and cybersecurity integration plan based on the ND Computer Science & Cybersecurity content standards to ensure introduction to computer science and cybersecurity knowledge. The plan is approved by the governing board ([HB 1398](#)).

4. **Safety Requirements Pre-K-12**

The physical school plant (note: this section of code does not apply to virtual schools) has been inspected by the state fire marshal or the state fire marshal's designee in accordance with section 15.1-06-09 and;

- Has no unremediated deficiency; or
- Has deficiencies that have been addressed in a plan of correction that was submitted to and approved by the state fire marshal or the state fire marshal's designee.
- Contagious or Infectious Disease ([NDCC 23-07-16 to 23-07-17.1](#)).

- d. Reporting of Child Abuse ([NDCC 50-25.1-03, -09, -13](#)).
- e. Each public and nonpublic school teacher, administrator, and counselor has completed the online interactive training module provided by the department of health and human services for mandated reporters of suspected child abuse or neglect ([HB 1144](#)).

5. Background Checks Pre-K-12

All individuals hired after June 30, 2011, and having unsupervised contact with students at the school have:

- a. Undergone a criminal history background check requested by the employing school district; or
- b. Undergone a criminal history background check in order to be licensed by the education standards and practices board or by any other state licensing board ([NDCC 15.1-06-06.1](#)).

[Criminal History Record Check NDCC 12-60-24\(2\)\(X and Y\)](#)

6. Compliance

The institution certifies that they are following all requirements outlined for schools in North Dakota Century Code and North Dakota Administrative Code pertaining to nonpublic schools.

[North Dakota Century Code Elementary and Secondary Education \(NDCC 15.1\)](#).

[North Dakota Administrative Code \(NDAC Title 67\)](#).

Formally Approved by the Board — Authorized Representative Signatures of Annual Compliance Report

Requirements before submission:

- a. Be signed by the school principal(s) and the administrator(s) of the nonpublic school network;
- b. Be formally approved by the governing board of the school; and
- c. Be filed with the Superintendent of Public Instruction before 5 p.m. on
 - 1. October 1, 2025; or that
 - 2. Due to unforeseen circumstances, the date the extension has been granted by DPI. The extension terminates at 5 p.m. on October 15, 2025 [([NDCC 15.1-06-06.1 \(2\) and \(6\)](#))].

7. Exceptions

NOTE: All schools and districts are expected to comply with statutory requirements for school approval. In exceptional circumstances, when substantial and documented efforts have been undertaken yet a specific requirement remains unmet, those exceptions must be clearly noted. Please provide a detailed summary of the actions taken toward compliance, accompanied by relevant documentation supporting those efforts. DPI will review all documented exceptions and initiate appropriate follow-up actions.

I hereby certify that the school identified above meets all statutory requirements for school approval as stated in the North Dakota Century Code, with the exception of the items noted below. Electronic data submissions each year to the Department of Public Instruction are also considered legal signatures. The North Dakota Attorney General allows 'signature by submission' and any submission of electronic data is considered to be signed. I recognize that it is a class A misdemeanor if I make a false statement when the statement is material and I do not believe it to be true ([NDCC 12.1-11-02](#)).

Signatures and Date

- The director must sign the School Annual Compliance Report under "Signature of School Administrator."
- The date of the signed board minutes approving the School Compliance Report must be entered.
- This report must be dated the same day as or after the school board meeting date.

Signature of LEA Administrator:

Date (mm/dd/yyyy)

When finished, click "Save," "Validate," and "Submit" in the top right corner of the screen.

You would see "Yes" next to each school under "Approved" if you completed and submitted both reports accurately.

School	Approved
Holy Spirit Elem School	Yes
Nativity Elem School	Yes
Shanley High-Sacred Heart Middle School	Yes
Trinity Elem School	Yes

Additional Information

Print Certificate

If you want to print your certificate of approval (which can only be done AFTER you've submitted both the School and LEA Compliance Reports accurately), go back to the School Annual Compliance Report and scroll to the bottom of the report. You should see a "Certificate" button under the date. Click the button, and the certificate will open (this could take a minute).

Signature of School Administrator *

Fr. Jady Nelson

Date (mm/dd/yyyy)

9/30/2022

Certificate

Signature of Principal *

Angie Thomas

Date (mm/dd/yyyy)

8/10/2022

Certificate

Extensions

If, because of unforeseen or other extenuating circumstances, a school district/network cannot submit a school's compliance report with the superintendent of public instruction before 5:00 pm on October 1, the school district/network superintendent/school administrator may request one extension. The superintendent of public instruction shall grant the extension provided the request was received before 5:00 pm on October 1. An extension under this section terminates at 5:00 pm on October 15 ([15.1-06-06 \(2\) and \(6\)](#)).

To request an extension, click "File an Extension" in the left menu under the School Annual Compliance Report, check the box next to each applicable area, and describe the reason for the extension request (such as the school board meeting isn't scheduled until October 5, which is after the October 1 due date). You **MUST** enter a reason for the extension under the applicable category to be approved (it can be entered under any category if none are appropriate). The school principal/administrator must sign and date the extension request and submit it for NDDPI approval.

Sections

Annual Compliance Report

File an Extension 

[File an Extension Page](#)

Consequences of Non-approval

- A list of Approved and Non-approved schools is posted on the NDDPI website.
- A press release will be issued identifying the approved and non-approved schools.
- Subtract from any state aid otherwise payable to the school district the prorated amount attributable to the students in attendance at the unapproved school for each day that the school's compliance report is not on file with the superintendent of public instruction under section ([15.1-06-06 \(5\)\(b\)](#)).

Requirements after Submission

If, after being certified as approved, a school experiences circumstances or events that would render the information contained in its compliance report inaccurate, the superintendent of the school district in which the school is located shall notify the [Office of School Approval & Opportunity](#) to address the circumstances or events immediately.