

School Procedures

New Schools or CTE Centers, Grade Reconfiguration, School Closures, and Consolidation

This document provides guidance to administrators and school personnel on processes schools/districts/CTE centers are to follow when: a new school/CTE center is created; schools would like a new grade reconfiguration; when schools are closed; or when schools are consolidated.

New Schools or CTE Centers

1. NDDPI requires approved and signed School Board Minutes with the following information:
 - a. Name of school and type (public, non-public or CTE center);
 - b. Addresses: both the mailing address and the location address are needed;
 - c. Grade configuration;
 - d. Certification of Occupancy (if new building) or Fire Inspection;
 - e. Name of Principal (if available);
 - f. Phone Number.
2. School District/CTE Center personnel must forward this information to [Joe Kolosky](#), Director Office of School Approval & Opportunity (SAO);
3. SAO will forward information to the Management Information Services (MIS) Office;
4. MIS unit will assign numbers (i.e., state issued ID and, if public, NCES #) and enter new school into the STARS system;
5. MIS will grant access to STARS to the administrator(s); and
6. MIS will inform EduTech/NDIT/CTE.
7. SOA will send an approval letter after the school approved (if a new non-pub); public schools will get confirmation with the new school number.

DUE DATE: June 1 of every year.

Grade Reconfiguration

1. NDDPI requires approved and signed School Board Minutes with information regarding the change in grade reconfiguration:
 - a. e.g., school A is currently K-6, school B is 7-12. The Board has voted to reconfigure grades in school A as K-7 and school B as 8-12.
2. School District personnel must forward these meeting minutes to [Joe Kolosky](#), Director SAO;
3. SAO will inform MIS of the changes and forward the minutes;

4. MIS will make the necessary changes in STARS;
5. MIS will inform EduTech/NDIT/ITD; and
6. Information will be properly updated.

DUE DATE: June 1 of every year. If the deadline is missed, the district must wait until next year to make the changes. Official School Closures

1. For questions regarding procedures and the North Dakota Century Code administrators may contact [Joe Kolosky](#), Director, SAO; and [Adam Tescher](#), Director, Office of School Finance and Organization (SFO);
2. Forward the approved and signed School Board Minutes approving the school closure to Joe Kolosky in the SAO office;
3. The SAO office will work with the appropriate departments to close the school in STARS; and
4. The MIS office will inform EduTech/NDIT/CTE.

Due Date: June 1 of every year.

Combining/Consolidation Schools

1. NDDPI requires approved and signed School Board Minutes with information regarding school consolidation;
2. Forward a copy of the approved and signed School board Minutes approving the consolidation to [Joe Kolosky](#) in the SAO office;
3. SAO will forward to MIS;
4. MIS will make the change in STARS;
5. MIS will inform EduTech/NDIT/CTE of the changes.

Due Date: June 1 of every year. If the deadline is missed, the district must wait until next year to make the changes.