



**REQUEST FOR EMERGENCY DECLARATION  
STATE AID ELIGIBILITY  
STATE OF NORTH DAKOTA  
SFN 51826 (03-2019)**

RETURN TO:  
Department of Public Instruction  
Office of School Approval & Opportunity  
600 E Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440  
Fax: (701) 328-0201

**This form is due in the Office of School Approval & Opportunity – May 1.**

North Dakota Century Code §15.1-27-23. Weather or other emergency conditions – Closure of Schools – State aid payments to school districts permits the Governor to grant a waiver in the event severe weather or other emergency conditions cause a school or school district to close or provide less than a full day of instruction. However, the school or school district must first make every effort to reschedule classes, so students receive at least one hundred seventy-five full days of instruction. In order to apply for the waiver, the request must be submitted by May 1. This timeframe allows time for the State Superintendent to review the request to ensure accuracy and completeness of the application, forward applications that include all outlined criteria to the Governor to consider the request, and time for the district to make up the requested days in the event the request is denied by the Governor.

**Section I.**

*Please complete the district's contact information requested below. The Governor's Office will advise the school district and the Department of Public Instruction of its decision.*

Local Educational Agency (LEA) Name		County Number	LEA Number
Mailing Address	City	State	ZIP Code
Name of Contact Person	Position	Telephone Number	
E-Mail Address		Fax Number	
Signature		Date	

North Dakota Century Code § 15.1-06-04 School calendar – Length defines a full-day of instruction as at least five and one-half hours of instruction per day at the kindergarten and elementary level and at least six hours per day of instruction at the high school level. If a school's calendar provides for an extension of each school day beyond the statutorily required minimum number of hours by at least 30 minutes per day, the school is exempt from having to make up one full day of instruction time lost as a result of weather-related closure (grace day).

**Section II.**

*Please complete this form to indicate school days that were cancelled as a result of severe weather or other emergency conditions. In this section, please indicate the length of school day, summary of school closures due to weather or emergency conditions, rationale for undue hardship, and the district's best attempts to make up the requested waiver days.*

Length of School Day (in hours, as reported on the fall calendar)

Kindergarten	Elementary	Junior High/Middle	High School
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Dates school was cancelled due to weather or emergency condition	Reason for cancellation (i.e. inclement weather, boiler failure, gas leak that could risk student safety, etc.)	Date cancellation was made up or indicate if requesting a waiver	For dates in which a waiver is requested, please provide reasoning for which the rescheduling of classes would create undue hardship to the district on the next page.

Date of cancellation in which a waiver is requested	Reasoning for which the rescheduling of classes would create undue hardship to the district

Please describe what the district has done to make every effort to reschedule classes, so students receive at least 175 instructional days.

The governor acknowledges that instructional time during the academic day is an important variable, but not the sole determinant, of authentic learning.

Recognizing this fact, please share information regarding district initiatives or systems that:

1. Underscore a commitment to transitioning away from seat-time based or traditional grading to standards-based, competency-based, or other responsive systems for personalized learning (example: Knowledge Works partnership, competency-based initiatives aligned with a district profile of a graduate); OR
2. Provide instructional opportunities supported by the district that are **open to all students** that support authentic learning outside of the traditional school day or setting (example: National Math and Science Initiative).

Before the *Request for Emergency Declaration State Aid Eligibility* (SFN 51826) (a.k.a. storm forgiveness waiver) can be submitted and is eligible for review by the Governor’s Office, the school district must:

1. Account for, and utilize, two or more weather related closure days as indicated in their STARS Fall School Calendar.
2. Exercise all options *and* make every attempt to ensure 175 full instructional days are provided to their students. The district must exhaust all eligible and potential instructional days remaining in the school calendar. **These dates may include non-mandated holidays (please reference NDCC § 15.1-06-02 – School Holidays), preplanned breaks, days between last day of school and scheduled high school graduation, or extension of school day beyond the regularly scheduled calendar day.**
3. Submit a *School Calendar Amendment Request* in the form of a memo or letter to the North Dakota Department of Public Instruction demonstrating the district has made every attempt to ensure 175 full instructional days are provided to their students. The *School Calendar Amendment Request* must show the district’s plan for exhausting all eligible and potential instructional days remaining in the school calendar. **These dates may include non-mandated holidays (please reference NDCC § 15.1-06-02 – School Holidays), preplanned breaks, days between last day of school and scheduled high school graduation, or extension of school day beyond the regularly scheduled calendar day.**
4. Explain the district’s undue hardship if these days are not waived.