



SCHOOL DISTRICT NOTIFICATION OF STUDENT PLACEMENT

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF SCHOOL FINANCE & ORGANIZATION
SFN 18119 (04/2019)

Part I. Notification

Agency Making Notification	Contact Name	Telephone Number
Educating Provider		
Financial Responsibility		

Part II. Purpose of Notification

Reason (select one) <input type="checkbox"/> Initial/New Placement <input type="checkbox"/> Annual Sept. 15 th Residency Notification <input type="checkbox"/> Change in Educator
Placement Date (dd/mm/yyyy)

Part III. Student Placement Information

Placed At or Residing With <input type="checkbox"/> Custodial Parent/Legal Guardian <input type="checkbox"/> Residential Facility <input type="checkbox"/> Foster Family/Relative Placement <input type="checkbox"/> Non-Applicable (School Placed)			
Student State ID (10 Digits)		Student Date of Birth (mm/dd/yyyy)	
Student First Name		Student Last Name	
Residential Facility (if applicable) or Name of Licensed Foster Care		Foster Care License Number	
Address	City	State	ZIP Code
Placing Agency		Custody Order Date (mm/dd/yyyy)	

Part IV. Residency Determination

Custodial Parent/Legal Guardian Name – For Educational Purposes		Parent/Legal Guardian Street Address	
City		State	ZIP Code
Residential Determination <input type="checkbox"/> Student's Custodial Parent or Legal Guardian is resident of North Dakota <input type="checkbox"/> Student's Custodial Parent or Legal Guardian is not a resident of North Dakota <input type="checkbox"/> Parental rights have been terminated <input type="checkbox"/> Student no longer has a custodial parent or legal guardian <input type="checkbox"/> All reasonable efforts to locate a parent or legal guardian have been unsuccessful <input type="checkbox"/> School placement			

PURPOSE OF THIS FORM

North Dakota Century Code section 15.1-29-14 establishes the requirements for residency determination and payment of tuition for students placed for non-educational purposes. Eligible placements are those made by a state court, tribal court, juvenile services or county/state social service agencies into a foster home, state-licensed child care home or facility, or a state-operated institution. Students placed voluntarily by a parent or legal guardian into a state-licensed child care home, facility, or program defined in sections 25-01.2-01 and 50-11-00.1 that are located either within or outside the student's school district of residence are also eligible.

The placing agency is required to provide timely notification of the initial placement and all subsequent placements to the student's school district of residence and to the admitting school or district. The placing agency is also required to provide notice of the placement as of September 15th of each year. Once established the resident district remains unchanged until the following September 15th.

INSTRUCTIONS FOR COMPLETING THIS FORM**1. Notification**

- Fill in all three of the appropriate entities.

2. Purpose of Notification:

- Select whichever of the three choices that apply.
- Placement Date should be the first day the student was physically in the placement (i.e. foster home, school, private facility).

3. Student Placement Information:

- Choose the applicable situation from the 4 choices.
- Write in the State Student Identification (SSID). Obtain SSID from the school district student last attended. If student has not previously been enrolled in a ND public school, work with educating district to have the student enrolled in STARS and assigned an SSID.
- Fill in student's demographic information. Ensure that spellings match the information that's in STARS.
- Identify the agency responsible for the placement and court ordered custody date (must be a date preceding the Placement Date in Part II.).

➤ Prior to doing Part IV – Please review this section:

Open and review the Non-Resident Tuition and Excess Cost Reimbursement guidance document.

- The North Dakota Century Code (NDCC) section 54-01-26, "Every person has in law a residence." In determining the place of residence, the following rules must be observed:
 - It is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he returns in seasons of repose.
 - There can be only one residence.
 - A residence cannot be lost until another is gained.
 - The residence of the supporting parent during his or her life, and after the supporting parent's death, the residence of the other parent is the residence of the unmarried minor children.
 - An individual's residence does not automatically change upon marriage, but changes in accordance with subsection vii. The residence of either party to a marriage is not presumptive evidence of the other party's residence.
 - The residence of an unmarried minor who has a parent living cannot be changed by either his own act or that of his guardian.
 - The residence can be changed only by the union of act and intent."

- Placements for purpose other than education under 15.1-29-14 (link below) establishes the school district of residence as the residence of the custodial parent at time of placement, not the residence of the student.

4. Residency Determination: Review NDCC 15.1-29-14 Student placement for non-educational purposes <http://www.legis.nd.gov/cencode/t15-1c29.pdf>

- This box should only be custodial parent or legal guardian. Should not list the placing agency in this section. If there is no custodial parent/guardian, leave blank.
- Review residency determination rules on prior page. NDCC states that the placing agency is to make this determination. NDDPI can provide guidance, but is not responsible for the determination. If there are questions or disputes about a residency determination, a school district should contact the placing agency directly.
 - A determination regarding the student's school district of residence is valid until the September fifteenth following the determination (financial responsibility does not change during the current year).
 - On that date and each September fifteenth thereafter, the placing agency or the entity funding the student's placement shall determine the district in which the student's custodial parent or legal guardian resides and shall notify the district that it is deemed to be the student's district of residence.
- Choose from the six options:
 - A North Dakota public school district must be identified as "Financial Responsibility" in Part I, in order to choose option one.
 - If options 2 – 5 are selected, must be identified as **State Responsible** in "Financial Responsibility" in Part I.
 - Must be a ND public school district, voluntarily placing this student in order to choose the last option.