



**REQUEST FOR EMERGENCY DECLARATION
STATE AID ELIGIBILITY
STATE OF NORTH DAKOTA**
SFN 51826 (03-2020)

RETURN TO:
Department of Public Instruction
Office of School Approval & Opportunity
600 E Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440
dpischoolapproval@nd.gov

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 and provide less than the minimum required hours of instruction. However, the school or school district must first make every effort to reschedule classes so students receive at least 962.5 hours of instruction at the elementary school, and 1,050 hours of instruction at the middle and high school. In order to apply for the waiver, the request must be submitted by May 1. This time frame 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. In the emergency event of a school being closed for an extended period of time after the deadline, applications will still be considered.

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.

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. A school district shall provide for a school calendar that includes at least nine hundred sixty-two and one-half hours of instruction for elementary school students and one thousand fifty hours of instruction for middle and high school students.

Section II.

Please complete this form to indicate school hours that were canceled as a result of severe weather or other emergency conditions. In this section, please indicate a 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 hours.

Length of school day in hours as reported on the fall calendar:

_____ Kindergarten _____ Elementary _____ Junior High/Middle _____ High School

Dates school was canceled due to weather or emergency condition	Hours school was canceled due to weather or emergency condition	Reason for cancellation (i.e. inclement weather, boiler failure, gas leak etc.)	Total number of hours the district is requesting to be waived

Total number of hours the district is requesting to be waived

Please provide 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 the minimum hours of instruction.

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 describe 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) can be submitted and is eligible for review by the Governor's Office, the school district must:

1. Account for, and utilize, *all* weather-related closure days as indicated in their STARS Fall School Calendar.
2. Exercise all options *and* make every attempt to ensure the minimum number of instructional hours 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 the minimum amount of full instructional hours 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 hours are not waived.