

2023-2024 Annual Compliance Reports Guidance

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

October 1 (5:00 pm)

- ❖ Deadline for school principals and LEA superintendents to submit their School and LEA Annual Compliance Reports; or
- ❖ Deadline for superintendents to request the October 15 extension from the superintendent of public instruction.

October 15 (5:00 pm)

- ❖ Deadline for school principals and LEA superintendents to submit their School and LEA Annual Compliance Reports **IF** a superintendent requested an extension before 5:00 pm on October 1, **AND** the extension was approved by the North Dakota Department of Public Instruction (NDDPI).

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 board of the school district or the governing board before signing and submission.

PUBLIC SCHOOLS

Updates to the Compliance Report

There have been several revisions to the 2023-2024 compliance reports (revisions are notated in **red**). Be sure to read each section carefully, as your signature ensures the school/district is in accordance with each statutory requirement.

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 ([15.1-09-57](#) and [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 15.1-09-57 and 15.1-18.
- c. The institution certifies that all library media specialists employed by the district hold a valid ND credential appropriate for the position they hold.
 - Library Media Credential ([NDAC 67.11.04](#))
- d. The institution certifies that all counselors employed by the district hold a valid ND credential appropriate for the position they hold.
 - School Counselor Credential ([NDAC 67.11.05](#))

3. Curriculum Pre-K-12

The school meets all curricular requirements set forth in chapter [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 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 ([15.1-06-06](#)).
- c. The school has an updated and completed Strategy Map. Link from Insights here: (The link is found on the [insights.nd.gov](#) website, under “School Improvement” and “Strategy Map”).



<https://insights.nd.gov/Education/School/SchoolImprovement/StrategyMap/2700203151>

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](#))
- e. Each public and public 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:

- Undergone a criminal history background check requested by the employing school district; or
- 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 ([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 ([15.1-06-06](#)).

8. Compliance

Assure the institution is complying with these statements.

- The institution certifies that appropriate and effective counseling services are provided for all students. ([K-12 School Counselor Requirements \(NDCC 15.1-06-19\)](#))
- 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 (<https://www.ndsba.org/wp/>).
- 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

School Annual Compliance Report


You will be taken to the “Fill Out Reports” page upon logging into STARS. 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 | Tre

School Annual Compliance Report ?

Entity **DPI PLANT** ▼

School Year **2022-2023** ▼

Status SUBMITTED 8/10/2022 by Angela Thomas

Select Report

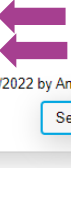
LEA Annual Compliance Report ?

Entity **DPI DISTRICT** ▼

School Year **2022-2023** ▼

Status SUBMITTED 8/10/2022 by Angela Thomas

Select Report



Please read all statutory requirements carefully.

Exceptions

All schools/districts must comply with the statutory requirements for school approval. However, there are rare occasions when schools cannot meet a specific requirement even though extensive efforts have been made.

Schools must enter all situations that may affect the school in meeting any statutory requirements in the Exceptions box. (Examples: the school is using a long-term interim substitute teacher until a highly qualified teacher is hired, or the school has been advertising for a counselor but has yet to find any candidates.)

Exceptions: All schools/districts must comply with the statutory requirements for school approval. However, there are rare occasions when even though extensive efforts have been made, schools are unable to meet a specific requirement. Please note any exceptions and the efforts that have been made to comply.

Signatures and Date

- 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.

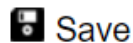
Signature of Principal *

Angie Thomas

Date (mm/dd/yyyy)

8/10/2022

When finished, click “Save”, “Validate”, and “Submit” in the top right corner of the screen. You **MUST** submit the School Annual Compliance Report before submitting the LEA Annual Compliance Report.



Save



Validate



Submit

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 at the district level only.

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 | Tre

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




LEA Return to In-Person Instruction Plan (Formerly Health & Safety Plan)

All LEAs that receive ARP ESSER funds must, within 30 days of receiving the funds, make a plan for the safe return to in-person instruction and continuity of services publicly available on its website. Before making the plan publicly available, the LEA must seek public comment on the plan. Districts are to use the same “link” they used for their Health and Safety Plan.

9. LEA Return to In-Person Instruction Plan (Formerly Health and Safety Plan)

- 
- ☐ An LEA that receives ARP ESSER funds must, within 30 days of receiving the f and continuity of services. Before making the plan publicly available, the LEA must And Safety Plan.

 LEA Return to In-Person Instruction Plan Website *




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)

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

 Save
  Validate
  Submit

You will 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

Updates to the Compliance Report

There have been several revisions to the 2023-2024 compliance reports (revisions are notated in **red**). Be sure to read each section carefully, as your signature ensures the school/district is in accordance with each statutory requirement.

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 ([15.1-09-57](#) and [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 ([15.1-09-57](#) and [15.1-18](#)).

3. Curriculum Pre-K-12

- The school meets all curricular requirements set forth in chapter [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 [15.1-06-10](#) and;

- Has no unremedied 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 ([NDCC 15.1-06-09](#)).
- Contagious or Infectious Disease ([NDCC 23-07-16 to 23-07-17.1](#))
- Reporting of Child Abuse ([NDCC 50-25.1-03, -09, -13](#))
- 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:

- Undergone a criminal history background check requested by the employing school district; or
- 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 ([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**.

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

School Annual Compliance Signatures and Date

- The school administrator must electronically sign and date the **School** Annual Compliance Report. (If multiple staff, type each name and title under “Signature of School Administrator”)
- 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.

Signature of School Administrator *

Date (mm/dd/yyyy)

When finished, click “Save”, “Validate”, and “Submit” in the top right corner of the screen. You **MUST** submit the School Annual Compliance Report before submitting the LEA Annual Compliance Report.



Save



Validate



Submit

LEA Annual Compliance Signatures and Date

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 school administrator will enter the School Board Approval Date in the appropriate field.



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

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

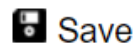


- The school administrator must sign the LEA Annual Compliance report under “Signature of LEA Administrator”.
- This report must be dated the same day as or after the school board meeting date.

Signature of LEA Administrator:

Date (mm/dd/yyyy)

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



Save



Validate



Submit

You will 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, scroll to the bottom of the report, and you should see a “Certificate” button under the date. Click the button, and the certificate will open (this could take a minute).

Signature of Principal *

Angie Thomas

Date (mm/dd/yyyy)

8/10/2022



Certificate

Signature of School Administrator *

Fr. Jady Nelson

Date (mm/dd/yyyy)

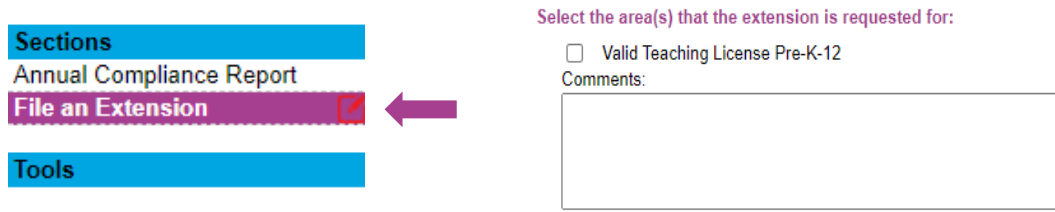
9/30/2022



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 of the categories if none are applicable). The school principal/administrator must sign and date the extension request and submit it for NDDPI approval.



The screenshot shows a web interface with a left-hand menu and a main content area. The menu has three sections: 'Sections' (blue), 'Annual Compliance Report' (blue), and 'Tools' (blue). Under 'Annual Compliance Report', there is a link 'File an Extension' with a red checkmark icon next to it. A purple arrow points from this link to the right. The main content area has a heading 'Select the area(s) that the extension is requested for:' followed by a checkbox labeled 'Valid Teaching License Pre-K-12'. Below this is a text area labeled 'Comments:'.

Consequences of Non-approval

- A list of Approved and Non-approved schools is posted on the NDDPI website.
- A press release is printed, identifying 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 at right away.