

Annual Compliance Reports for School Approval Guidance

Deadlines

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 an extension was requested from a superintendent prior to 5:00 pm on October 1, and the extension was approved by the North Dakota Department of Public Instruction (NDDPI)

NOTE: Due to the COVID-19 pandemic, a new report “ND K-12 Smart Restart Assurances” was created. You will find this report in STARS under the Annual Compliance Reports. This report MUST be completed and submitted prior to submitting both the School and LEA Annual Compliance Reports. For questions on the ND K-12 Smart Restart Assurances Report, contact the [Office of School Approval & Opportunity](#).

Signatures and Approvals

- All (elementary, middle, and high) school principals must electronically sign and date the **School** Annual Compliance Report. This report must be dated before or the same day as the school board meeting date. This report **MUST** be submitted before you can submit the **LEA** Annual Compliance Report.
- The board of the school district or the governing board must formally approve the School Annual Compliance Report. The superintendent/school administrator must electronically enter the school board meeting date the report was approved, sign, and date the **LEA** Annual Compliance Report. This report must be dated on the same day as or after the school board meeting.

Extensions

If because of unforeseen or other extenuating circumstances a school district superintendent is unable to file a school’s compliance report with the superintendent of public instruction before 5:00 pm on October 1, the school district superintendent 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” under the School Annual Compliance Report, check the box next to each applicable area, and describe the reason for the extension request. You **MUST** enter a reason for the extension to be approved. The school principal will sign and date the extension request and submit for NDDPI approval.

Consequences of Non-approval

- A list of Approved and Non-approved schools is posted on the North Dakota Department of Public Instruction website on or before November 1.
- 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 [Director](#) of School Approval & Opportunity to address the circumstances or events at the earliest possible time.

15.1-06-06. Approval of Public Schools (7 required criteria)

1. **Teacher Licensure.** 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;
2. **Teacher Highly Qualified.** Each classroom teacher is teaching only in those course areas or fields for which the teacher is licensed or for which the teacher has received an exception under sections ([15.1-09-57](#)) and ([15.1-18](#));
3. **Curriculum.** The school meets all curricular requirements set forth under section ([15.1-21](#));
4. **Safety Requirements.** The school has been inspected by the state fire marshal or the state fire marshal's designee in accordance under section ([15.1-06-09](#)) and;
 - a. Has no unremediated deficiency; or
 - b. Has deficiencies that have been addressed in a plan of correction which was submitted to and approved by the state fire marshal or the state fire marshal's designee; and
5. **Background Checks.** All individuals hired after June 30, 2011, and having unsupervised contact with students at the school have:
 - a. Undergone a criminal history background check requested by the employing school district; or
 - b. 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 under section ([15.1-06-06](#)).
6. **Review Process.** 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 under section ([15.1-06-06](#)).
7. **eTranscript.** The school uses North Dakota eTranscripts, or an alternative information system designated by the information technology department in collaboration with the superintendent of public instruction, to generate official transcripts under section ([15.1-06-06](#)).

15.1-06-06.1 Approval of Nonpublic Schools (5 required criteria)

1. **Teacher Licensure.** 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;
2. **Teacher Highly Qualified.** Each classroom teacher is teaching only in those course areas or fields for which the teacher is licensed or for which the teacher has received an exception under sections ([15.1-09-57](#)) and ([15.1-18](#));
3. **Curriculum.** The school meets all curricular requirements set forth under section ([15.1-21](#));
4. **Safety Requirements.** The school has been inspected by the state fire marshal or the state fire marshal's designee in accordance under section ([15.1-06-10](#)) and;
 - a. Has no unremediated deficiency; or
 - b. Has deficiencies that have been addressed in a plan of correction which was submitted to and approved by the state fire marshal or the state fire marshal's designee; and
5. **Background Checks.** All individuals hired after June 30, 2011, and having unsupervised contact with students at the school have:
 - a. Undergone a criminal history background check requested by the employing school district; or
 - b. 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 under section ([15.1-06-06](#)).