



NORTH DAKOTA DEPARTMENT OF  
**PUBLIC INSTRUCTION**

# **Student Contracts and Notification System**

## **Reference Guide**

**Jan 2022**

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## Table of Contents

1	Introduction	4
1.1	References	4
1.2	Student Contracts, TieNet and STARS Relationship	4
1.3	Agency placements	5
1.4	Individual Education Program (IEP) Placement (School Placement)	6
1.5	Determining Residency (Financial Responsibility)	7
1.6	Exit Status – Notification	8
1.7	Entity Setup	8
2	Accessing the System	9
2.1	Verifying if you already have a ND State Login	9
2.2	Resetting your Password	10
2.3	Update your ND State Login Info	11
2.4	Setting up new ND State Login	12
2.5	Updating Entity Info and Adding Users	13
3	Notice of Placement	15
3.1	Parts of a Notice of Placement (NoP)	15
3.2	Placement Scenarios and NoP Sections	16
3.3	Completing a Notice of Placement (NoP)	17
3.4	Searching for Notices of Placement (NoP)	21
3.5	Voiding and Copying Notices of Placement (NoP)	22
3.6	Entering Exit Status	23
4	Service Costs	24
4.1	Evaluations	24
4.2	Service Cost	24
4.3	Verifying / Updating / Adding Service Cost	26
4.4	Service Cost Descriptions	27
4.5	Transportation Cost	30
4.6	Verifying / Updating / Adding Transportation Cost	30
4.7	Adding transportation Route	31
4.8	Administrative Cost	32
4.9	Verifying / Updating / Adding Administrative Cost	32
4.10	Boarding Care Cost	33
4.11	Verifying / Updating / Adding Boarding Care Cost	34
4.12	General Education Tuition Costs	35
4.13	Statewide Configuration	36
5	Student Contracts	37
5.1	Agency Placed Contracts	37
5.2	School Placed Contracts	37
5.3	Create a Student Contract	38
5.4	Search for Contract	42
5.5	Adding Comments and/or Attachments	43
5.6	Checking Status	44
5.7	Contract Approval	45
5.8	Create Amendment	48
5.9	Reading Student Contracts	49
5.10	TieNet – Contract Services	51
5.11	Review Contracts	53

5.12	Out of State Contracts	56
6	Reimbursements	57
7	Reports	60
7.1	Reimbursement Reports	60
7.2	Contract List Reports	61
7.3	Reports to Review	63

## Points of Contact

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DPI Placement Admin	Steve Snow	<a href="mailto:fsnow@nd.gov">fsnow@nd.gov</a>	701-328-2236
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# 1 Introduction

This guideline applies to students

- Placed for Purposes Other Than Education (NDCC 15.1-29-14) in an In-State, or Out-of-State Public/Private School,
- Placed at the discretion of the Individual Education Program or Services Plan Team (School Placed Contracts). (NDCC 15.1-32-14) at another school district

The Student Contracts system is the primary tool for:

- Documenting students placed for non-educational reasons
- Documenting students placed for educational reasons (as determined by the IEP team)
- Documenting high-cost students (exceeding 4 times the average cost of education) within your resident district
- Building contracts between educating and financially responsible entities
- Requesting reimbursement from the State for excess cost

## 1.1 References

While this booklet will significantly assist you with the most common Student Contract issues, it does not cover all issues that can arise. Don't hesitate to contact DPI Contracts Admin or DPI Placement Admin with questions.

**North Dakota Century Code (NDCC) – 15.1-29-14** – Student placement for non-educational purposes, residency determination, payment of tuition and tutoring charges

**North Dakota Century Code (NDCC) – 15.1-32-14** – Special Education Students -Contracts for Placement

**North Dakota Century Code (NDCC) – 54-01-26** – Residence – Rules for Determining

**DPI Site** – Tuition and Excess Cost Reimbursement

<https://www.nd.gov/dpi/districtschools/finance-operations/finance/tuition-and-excess-cost-reimbursement>

## 1.2 Student Contracts, TieNet and STARS Relationship

The Student Contract system, TieNet, and the State Automated Reporting System (STARS) are connected data systems.

**TieNet** is used to create and update forms related to special education evaluation, eligibility and services.

**STARS** is used (among other things) to:

- Load and update a student's demographic information
- Assign a state student ID (a unique identification number)
- Enroll a student.

STARS feeds TieNet the student's demographic information

Student Contracts verifies students State ID in STARS

- ✓ **IMPORTANT:** The Student Contract system refers to the student's enrollment record in STARS to determine the type of contract (general or special education) and what services can be charged.
- ✓ **IMPORTANT: Numerous enrollment issues arise from this interaction based on the incomplete or inaccurate data loaded in STARS**
- ✓ **IMPORTANT:** If you try to create a contract and get an '**enrollment not found**' error message, the likely cause is no STARS enrollment (contact DPI Placement Admin with questions)

### ***1.3 Agency placements***

NDCC 15.1-29-14 covers tuition responsibility for students placed for purposes other than education. Students falling within this section are commonly referred to as agency-placed students. Placements for purposes other than education consist of the following:

1. Placement ordered by a state court, tribal court, director of juvenile court, or the division of juvenile services in foster care or at a state-licensed childcare home, or facility.
2. Placement by a state, or county, social service agency in foster care or at a state-licensed childcare home, or facility.
3. Placement in a state-operated institution.
4. Student's parent or legal guardian voluntarily places the student in a state-licensed childcare home, facility or program defined in sections NDCC 25-01.2-01 and 50-11-00.1

Agencies placing children are required to notify the interested parties of such placements to **ensure the appropriate school districts' timely and orderly assumption of financial responsibility.**

Notices must be sent in a timely manner upon:

1. Initial placement
2. Annually on Sept 15<sup>th</sup> while in custody
3. Change in Educator

NDCC 15.1-29-14.8 requires the placement agency or entity funding the student's placement to provide written, or electronic notice regarding an initial placement, and all

subsequent placements of a student to the superintendent of the student's school district of residence and to the superintendent of the admitting, or educating district:

1. Within five working days after a placement is made under court order;
2. Within five working days after an emergency placement is made; or
3. At least ten working days prior to any other placement.

The notice must include any information requested by the Superintendent of Public Instruction for purposes of determining payment responsibility.

The placement agency shall afford the district of residence reasonable opportunity to participate in permanency planning for the child.

- ✓ **IMPORTANT: A notification must be updated with an exit date if a student is no longer in custody, or the student has exited the educator's program. (See section 3.6 for more details)**
- ✓ **IMPORTANT:** In cases of parent or legal guardian placement, the administrator of facility, or program, determines the district of residence and completes the notification. The parent or legal guardian is responsible for residential cost; the student contract should only include educational cost. (NDCC 15.1-29-14 (2))

#### ***1.4 Individual Education Program (IEP) Placement (School Placement)***

These guidelines apply to students who are attending:

1. Within district, or
2. Out of district/within special education unit, or
3. Out of district/out of special education unit, and

It is an IEP Team decision to educate outside of the child's school of residence. The IDEA §300.116 outlines special education placement considerations.

- ✓ **IMPORTANT: A contract must be submitted for any student placed if the expected special education costs exceed 4 times in the general school year or may exceed 4 times average tuition costs with the anticipation of an extended school year contract.**

The administrator of the **school district of residence** will:

- Follow existing procedures to coordinate with the Special Education Unit of intent to enroll the student **before** contracting within district or out-of-district public school.
- Submits a Notice of Placement within 30 calendar days of placement. The system automatically sends an email notification to all parties including the educator, resident district and entity making the placement decision

- Indicates the wish to enroll a student and accepts responsibility for payment of up to **4 times the average cost** of elementary, or secondary education for the State (whichever is grade appropriate to the student) by completing and submitting the electronic form
- Request payment for excess cost at the end of the year or conclusion of services by submitting the electronic reimbursement request (see Section 6 for instructions from the Reimbursement Module)

The administrator of the **educating school district** will:

- Create and submit an electronic contract with current special educate costs in the student contract system.

The **Department of Public Instruction** will:

- Make a payment to the Special Education Unit at the close of the school year. Special Education Units will be responsible for making payment to the resident district if that is the fiscal arrangement. Payment for school placed contracts will be made through STARS and **only** at the conclusion of the school year or end of services end date.

Upon approval by all parties with electronic signatures, a student contract is a binding form of agreement.

When a user is signed in with a ND Public School, or a Special Education Unit, the student contract system will only allow the user to create a school placed notification and will shade out the first 4 options of a placement notification in Part IV.

The contract system eliminates the public school from creating notification for contracts created for 'purposes other than education'

### ***1.5 Determining Residency (Financial Responsibility)***

- ✓ **IMPORTANT: The custodial agency determines residency. Residency is determined on initial placement and annually on Sep 15<sup>th</sup>.**

**NDCC 54-01-26.** Residence - Rules for determining.

Every person has in law a residence. In determining the place of residence, the following rules must be observed:

1. It is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which the person returns in seasons of repose.

*For example, if the parent is incarcerated, the residency is the location they lived prior to incarceration, not the detention facility*

2. There can be only one residence.
3. A residence cannot be lost until another is gained.



*For example, if a parent becomes homeless or transitory, the residency is the location they lived prior to becoming homeless*

4. The residence of the supporting parent during the supporting parent's life, and after the supporting parent's death, the residence of the other parent is the residence of the unmarried minor children.
5. An individual's residence does not automatically change upon marriage, but changes in accordance with number 7 (below). The residence of either party to a marriage is not presumptive evidence of the other party's residence.
6. The residence of an unmarried minor who has a parent living cannot be changed by either that minor's own act or that of that minor's guardian.
7. The residence can be changed only by the union of act and intent.

*For example, if a Bismarck resident marries a Bowman resident (union of act), the resident doesn't automatically change until the Bismarck resident demonstrates an intent to move (i.e., forwarding mail, terminating rental agreements, or initiating sale of residence, etc.).*

## **1.6 Exit Status – Notification**

- ✓ **IMPORTANT:** A notification must be updated with an exit date if a student is no longer in custody, or the student has exited the educator's program.

The school district can verify the number of days that can be billed for the student's contact with this educator based on the placement date and exit date.

Select the exit status reason (either 'Educating Provider' or 'Discharge of Placement') and enter the date, then hit 'Save'.

## **1.7 Entity Setup**

All ND Public Schools are entered as approved educating entities in addition to several out of state public and private schools

If an entity is not listed, submit a request to **DPI Contracts Admin** to add an additional out of State residential or public school. Include full address and phone number of the entity to be added. See section 5.11 for Out of State Contracts.

A DPI Special Education Administrator will review the entity for educational approval.

The entity will be added once approved.

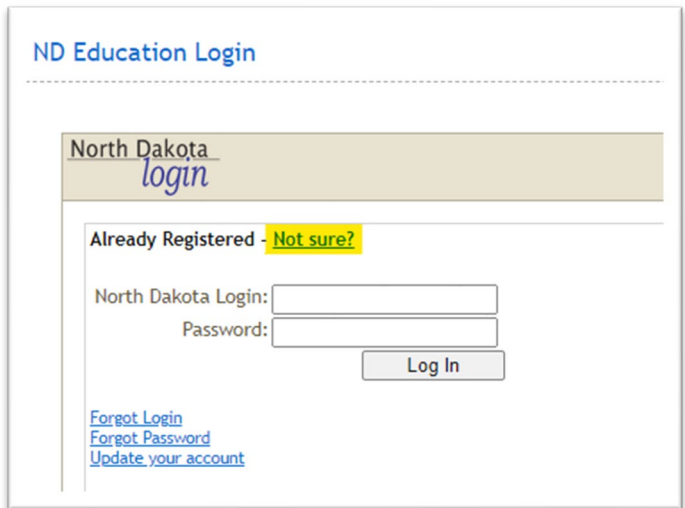
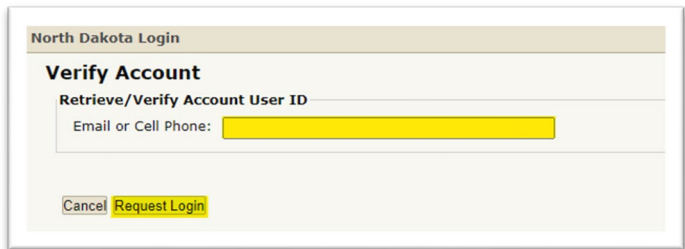
## 2 Accessing the System

The Student Contract System used the ND State Login to control access. The ND State Login is controlled by NDIT. If you have problems with a username or password, you will need to contact NDIT.

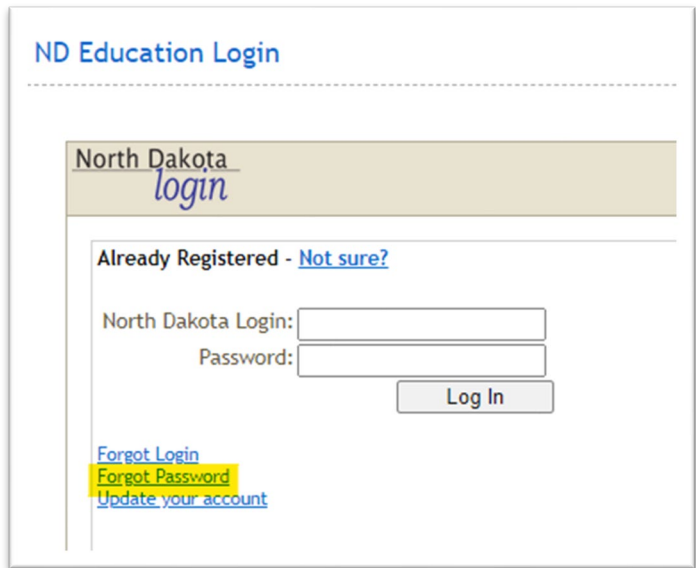
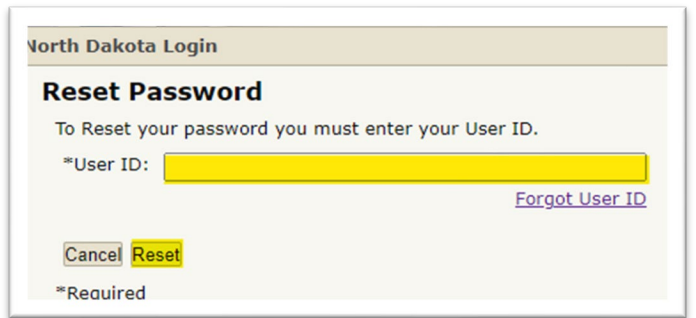
NDIT – (701) 328-4470 or (877) 328-4470

Someone with administrative rights to your entities Student Contract account can grant access to your ND State Login.

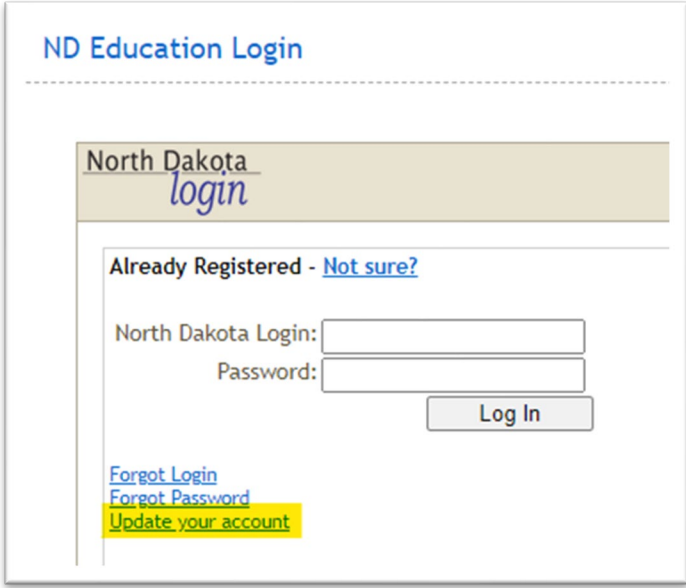
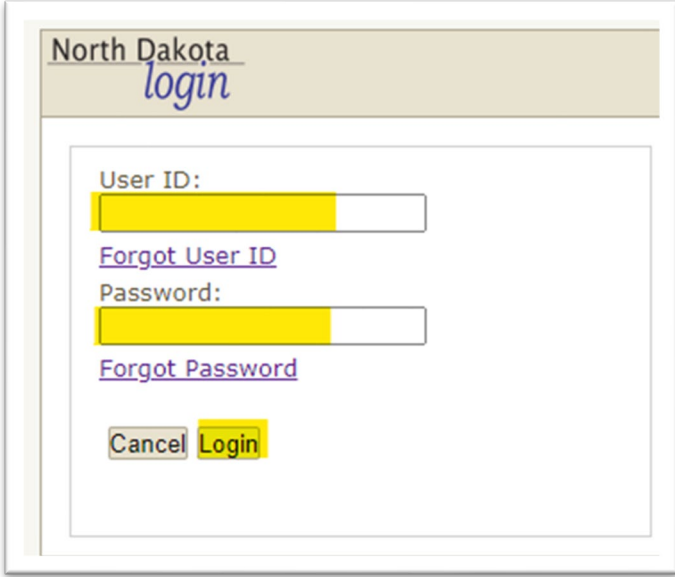
### 2.1 Verifying if you already have a ND State Login

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select 'Not Sure'	
<b>Step 3.</b> Enter an email or cell number you think is associated with your ND State Login and hit 'Request Login'	
<b>Step 4.</b> If the system recognized the email or cell phone, it will send you an email with your ND State Login.	

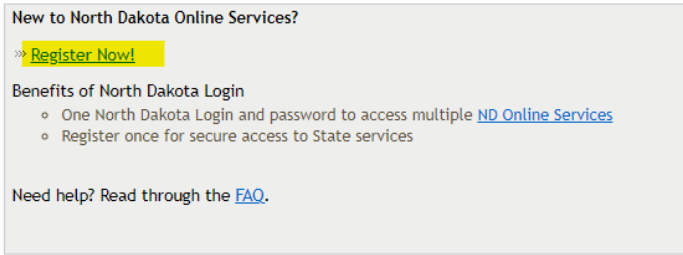
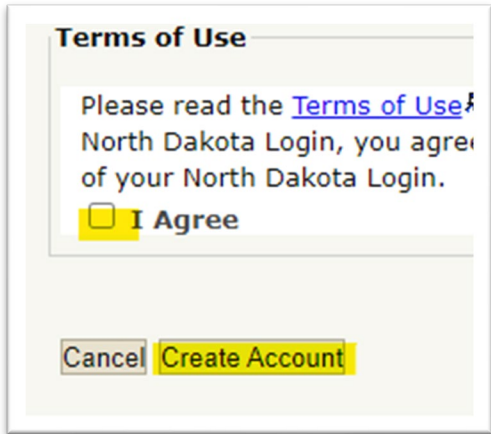
## 2.2 Resetting your Password

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select 'Forgot Password'	
<b>Step 3.</b> Enter your User ID and hit 'Reset'	
<b>Step 4.</b> The system will send an email with password reset instructions to the email associated with your ND State Login.	

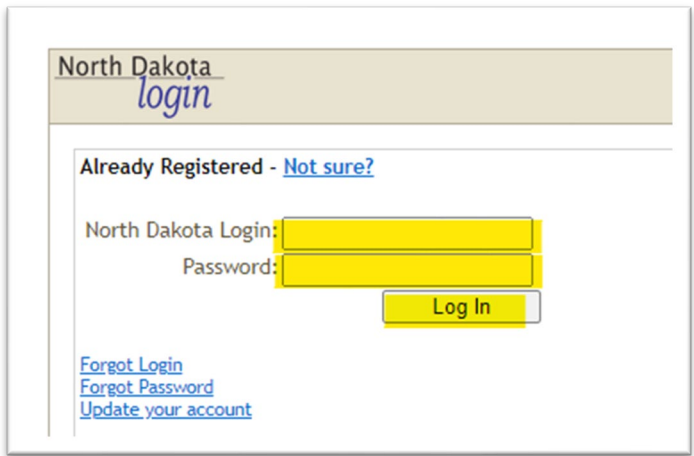
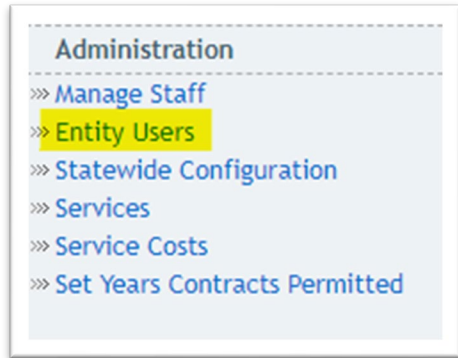

## 2.3 Update your ND State Login Info

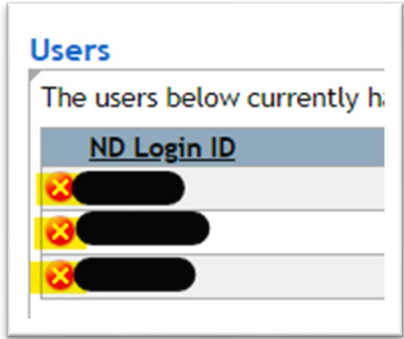
Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select 'Updating your account'	
<b>Step 3.</b> Enter your User ID and Password and hit Login	
<b>Step 4.</b> Update your user info and hit 'Update'	

## 2.4 Setting up new ND State Login

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select 'Register Now!' from right side of landing page	 <p>New to North Dakota Online Services?</p> <p>» <a href="#">Register Now!</a></p> <p>Benefits of North Dakota Login</p> <ul style="list-style-type: none"> <li>One North Dakota Login and password to access multiple <a href="#">ND Online Services</a></li> <li>Register once for secure access to State services</li> </ul> <p>Need help? Read through the <a href="#">FAQ</a>.</p>
<b>Step 3.</b> Enter requested information (items marked with an asterisk are required fields)  The email will be used for account recovery but not by the student contract system  Agree to the Terms of Use  Hit 'Create Account' at the bottom of the screen	 <p><b>Terms of Use</b></p> <p>Please read the <a href="#">Terms of Use</a> for North Dakota Login, you agree to the Terms of Use of your North Dakota Login.</p> <p><input type="checkbox"/> <b>I Agree</b></p> <p><a href="#">Cancel</a> <a href="#">Create Account</a></p>

## 2.5 Updating Entity Info and Adding Users

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Enter your ND State Login and Password. Hit 'Log In'	
<b>Step 3.</b> Select 'Entity Users' under the Administration section on the left-hand menu  Note: your selections may differ from the ones in the picture	
<b>If needed,</b> select your entity from the list on the next screen	
<b>Step 4.</b> The lower half of the screen list the users associated with your account  To add a user, enter their ND State Login and hit the green arrow to look them up  If that is the correct user, hit 'Save'  If you want the user to draft Notices of Placement or update entity info or add user, they need to be marked loaded by DPI Admin	

Step	Graphic
<p><b>If needed</b>, you can delete user that no longer need access by hitting the 'X' next to their names</p>	 <p>The screenshot shows a window titled 'Users'. Below the title, it says 'The users below currently h.'. There is a table with a header 'ND Login ID'. Below the header, there are three rows, each containing a red 'X' icon in a yellow box, followed by a blacked-out name.</p>

## 3 Notice of Placement

### 3.1 *Parts of a Notice of Placement (NoP)*

The NoP should cover the times between initial placement until the student is in a permanent status.

The purpose of the NoP is to identify an educating and residential entity. It is the first step in allowing the educating entity to draft a contract to charge the residential entity.

#### Part I – Notification

This identifies the agency making the notification, the educating entity, and the financially responsible entity.

#### Part II – Purpose of Notification

This identifies the reason a new NoP is being sent. It also indicates when a specific placement has ended.

#### Part III – Student Placement Information

This identifies where the student is placed (*‘where the student lays their head at night’*). This should correspond to the educating entity in Part I.

#### Part IV – Residency Determination – Payment of Tuition




This identifies who is financially responsible for the student’s education. It is often the hardest thing to determine. This should correspond to the financially responsible entity in Part I.

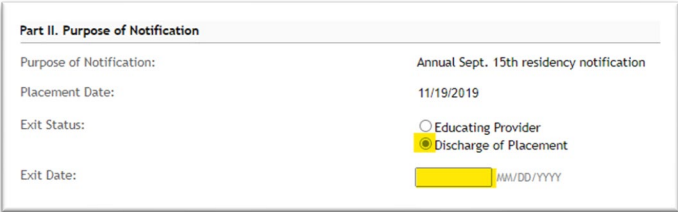
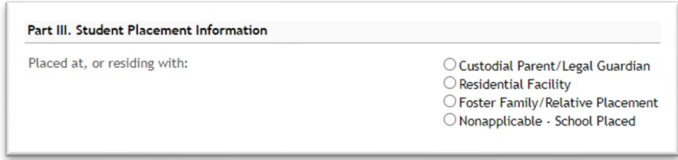
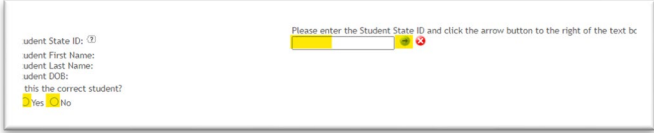



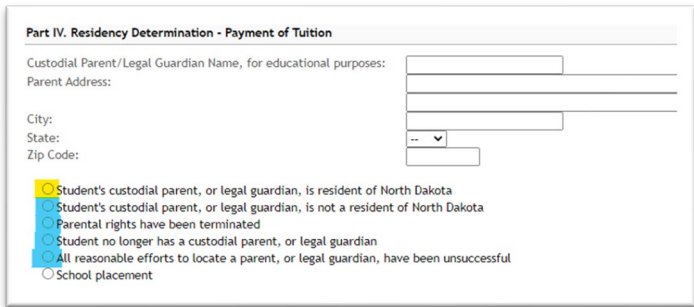
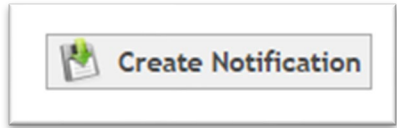
### 3.2 Placement Scenarios and NoP Sections

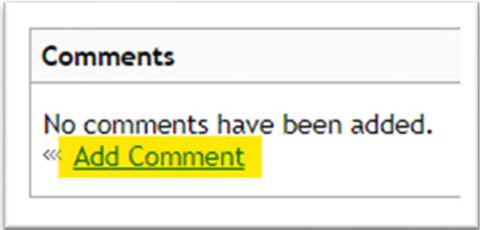
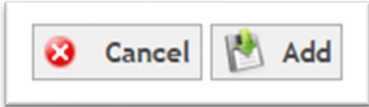
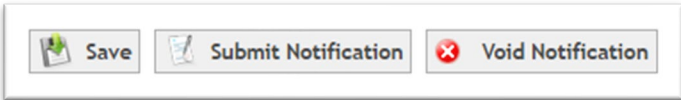
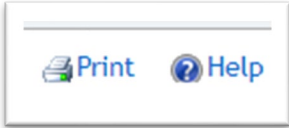
Scenario The student:	NoP Type	Placement Date	Discharge Date	Educating Provider	Financial Responsibility
... is placed into foster care or residential facility  ... is placed under a new or updated custody order  ... changes residential address	Initial / New Placement	date of placement	blank	entity providing education	Resident Public School District of the Child's parent or legal guardian (prior to foster care entry)
... is moved to new educational setting during foster care	Change in Educator	date of placement	blank	updated to new educating entity	remains the same
... is in foster care or residential facility on Sep 15 <sup>th</sup>	Annual Sept. 15 <sup>th</sup> Residency Notification	remains the same	blank	remains the same	Resident Public School District <b>as of Sep 15<sup>th</sup></b> of the Child's parent or legal guardian (prior to foster care entry)
... is discharged from foster care or residential facility	None, <i>updates are made on most recent NoP</i>	remains the same	date of discharge <i>put on most recent NoP</i>	remains the same	remains the same
... changes residential address	None; placing agency should notify the Educating and Financially Responsible Entities of address change	remains the same		remains the same	remains the same

### 3.3 Completing a Notice of Placement (NoP)

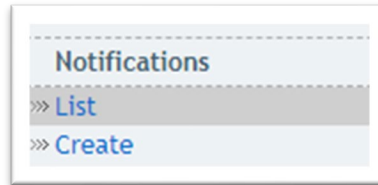
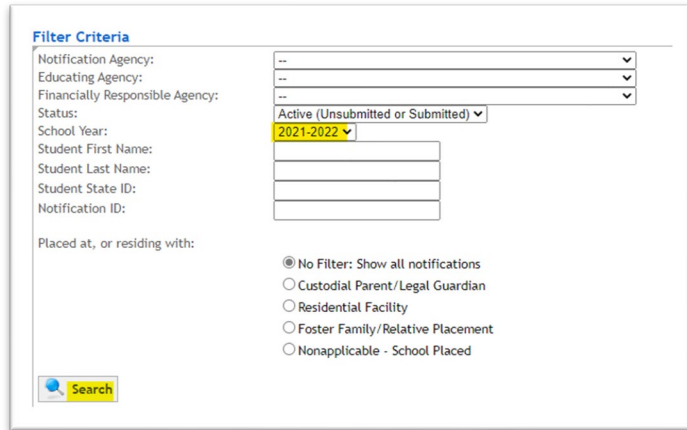
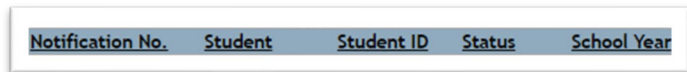
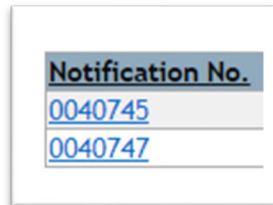
Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<p><b>Step 2.</b> Select the appropriate school year from the drop-down at the top right of the screen</p> <p>The system rolls over to the next school year on Jul 01</p> <p>If a student is placed between Jul 01 and 14 Aug, select the previous school year</p>	 <p>Notification #: Status: -- School Year: 2021-2022 ▼</p>
<p><b>Step 3.</b> Select the</p> <p><b>‘Agency Making Notification’</b></p> <p><b>‘Educating Provider’</b> – this is the entity providing education (it may be a residential facility)</p> <p>If the facility is not listed, contact NDDPI to get them reviewed and added as a new entity</p> <p><b>‘Financial Responsibility’</b> – this is the public school district of the student’s parent or guardian</p> <p>In some cases, they be ‘State Responsible’</p>	 <p>Part I. Notification</p> <p>Agency Making Notification: -- ▼</p> <p>Educating Provider: -- ▼</p> <p>Financial Responsibility: -- ▼</p>
<p><b>Step 4a.</b> Select the purpose of the notification and enter the placement date</p> <p>See <b>Section 3.2</b> for a reference chart to help determine what purpose of the notification</p>	 <p>Part II. Purpose of Notification</p> <p>Purpose of Notification: <input checked="" type="radio"/> Initial/New placement  <input type="radio"/> Annual Sept. 15th residency notification  <input type="radio"/> Change in Educator</p> <p>Placement Date: MM/DD/YYYY</p>

Step	Graphic
<p><b>Step 4b.</b> If you need to enter an exit date, find the NoP that placed the student in this setting</p> <p>Select ‘Discharge of Placement’ and enter the Exit Date</p> <p>You can skip to the bottom of the form and hit ‘Save’</p>	
<p><b>Step 5.</b> Select the students residential setting</p> <p>A student may be placed with a <i>custodial parent or legal guardian</i>, but still be under court ordered placement</p> <p>A student may be initially placed at a <i>residential facility</i>, then transition to a <i>foster family or transitional facility</i> (in this case, if the educator or financially responsible entity doesn’t change, there is no need for a new NoP; but the educating and financially responsible entity should be notified of the address change)</p>	
<p><b>Step 6.</b> Enter the students State ID</p> <p>The local or educating school district’ foster care liaison should be able to provide the ID.</p> <p>Hit the green arrow to return the student’s demographic info from STARS</p> <p>If it is the correct student, hit ‘Yes’</p> <p>If not, hit ‘No’ and verify the state ID with the local or educating school district</p> <p>Contact DPI for State ID questions</p>	

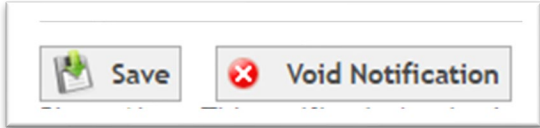
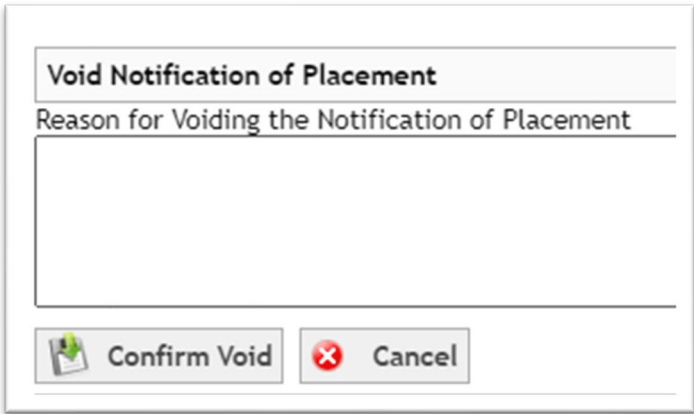
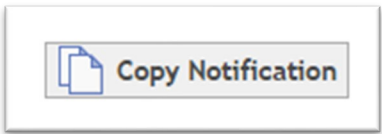
Step	Graphic
<p><b>Step 7.</b> Enter the address associated with the residential setting (selected in step 5 above)</p> <p>Enter the agency making the notification</p> <p>Enter the custody order date associated with this NoP</p>	 <p>The graphic shows a form with the following fields: 'Residential Facility (if applicable) or name of Foster Care:', 'Placement Address:', 'City:', 'State:' (with a dropdown menu), 'Zip Code:', 'Placing Agency:', and 'Custody Order Date:' (with a date picker set to MM/DD/YYYY).</p>
<p><b>Step 8.</b> Enter the custodial Parent / Legal Guardian's name and address</p> <p>This should validate the district with 'Financial Responsibility' (selected in Part I)</p> <p>✓ <b>IMPORTANT:</b> do not list the placing agency in this section</p> <p>Leave it blank if there is no parent (or parental rights have been terminated)</p> <p>Refer to section 1.5 for rules in determining residency</p> <p>The first selection will make the residential school district financially responsible</p> <p>The next four selections will make the student 'State responsible'</p> <p>✓ <b>IMPORTANT:</b> DPI will contact you if you select 'all reasonable efforts to locate parent are unsuccessful' to verify the actions taken to locate the parent</p> <p>The last one (School Placement) is only used for school placements (see Section 1.4)</p>	 <p>The graphic shows a form titled 'Part IV. Residency Determination - Payment of Tuition'. It includes fields for 'Custodial Parent/Legal Guardian Name, for educational purposes:', 'Parent Address:', 'City:', 'State:' (with a dropdown menu), and 'Zip Code:'. Below these fields are five radio button options: 'Student's custodial parent, or legal guardian, is resident of North Dakota' (selected), 'Student's custodial parent, or legal guardian, is not a resident of North Dakota', 'Parental rights have been terminated', 'Student no longer has a custodial parent, or legal guardian', and 'All reasonable efforts to locate a parent, or legal guardian, have been unsuccessful'. A 'School placement' option is also present at the bottom.</p>
<p><b>Step 9.</b> Select 'Create Notification'</p>	 <p>The graphic shows a button with a green document icon and the text 'Create Notification'.</p>

Step	Graphic
<p>You can add comments if additional explanation is needed</p> <p><i>For example – list the efforts taken to locate a parent if you selected all reasonable efforts to locate parent are unsuccessful’ above</i></p>	 <p>The screenshot shows a 'Comments' section with a text area containing the message 'No comments have been added.' Below the text area is a button labeled 'Add Comment' with a double-left arrow icon.</p>
<p>If comments are added, hit ‘Add’ (below the comment section)</p>	 <p>The screenshot shows two buttons: 'Cancel' with a red 'X' icon and 'Add' with a green checkmark icon.</p>
<p><b>Step 10.</b> Hit ‘Submit Notification’; if unable to submit or missing the submit button, contact DPI admin for Admin Rights</p>	 <p>The screenshot shows three buttons: 'Save' with a green checkmark icon, 'Submit Notification' with a document icon, and 'Void Notification' with a red 'X' icon.</p>
<p>You can print a copy of the notification by selecting ‘Print’ from the upper right</p>	 <p>The screenshot shows two buttons: 'Print' with a printer icon and 'Help' with a question mark icon.</p>

### 3.4 Searching for Notices of Placement (NoP)

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select 'List'	
<b>Step 3.</b> Use any of the fields and 'Placed at' selections to narrow the search  The School Year defaults to the current School Year, you can select previous years or clear the school year  Hit 'Search'	
If any NoPs fit your search criteria, they will appear in the search results  Each column can be sorted	
<b>Step 4.</b> Click on the Notification No to see the associated NoP	

### 3.5 Voiding and Copying Notices of Placement (NoP)

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Search for the NoP (section 3.4)	
<b>Step 3.</b> Go to the bottom of the NoP and select 'Void Notification'	
<b>Step 4.</b> Add comment to explain why the notice was voided	
<b>Step 4b.</b> Voided notifications can be copied to a new NoP with editable fields so you can make corrections as needed	

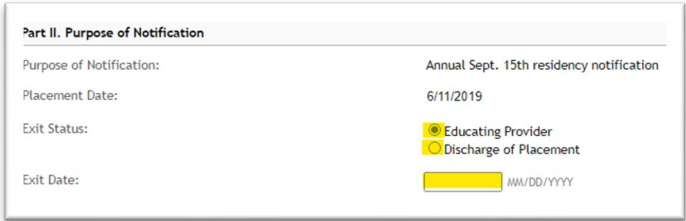
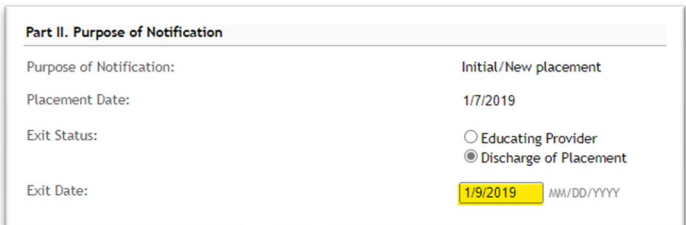
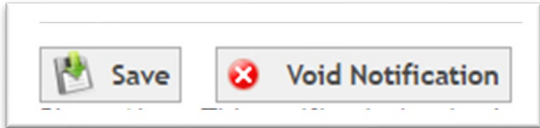
### 3.6 Entering Exit Status

- ✓ **IMPORTANT: A notification must be updated with an exit date if a student is no longer in custody, or the student has exited the educator's program.**

Please enter the reason for exiting and the date on all notification of placements prior to creating a new notification.

By entering exit dates:

- The resident school district can verify the number of days that can be billed for the student's contract at this educator.
- The resident district can track the student's current educating provider.

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Search for the NoP (section 3.4)	
<b>Step 3.</b> Select 'Educating Provider' or 'Discharge of Placement'	
<b>Step 4.</b> Enter the appropriate exit date	
<b>Step 5.</b> Hit 'Save'	



## 4 Service Costs

### 4.1 Evaluations

You **can bill for** staff member or third-party contractor time spent:

- Doing **direct observation** of the student
- Administration of assessments as documented on the Assessment Plan

Please attach documents pertinent to the contract. Once the assessment is completed an “event” could be added for the assessment plan. The dates of assessments/observations and approximate time spent by the evaluator with the student can be documented.

You **cannot bill for** staff member or third-party contractor time spent:

- Meeting with student’s parents
- Scoring, preparing, test interpretation and report writing

In order to bill for the evaluation/reevaluation the student must qualify for special education and be eligible for a student contract.

### 4.2 Service Cost

The Service Costs is used to compute the costs for a particular service area by the school districts.

This calculation determines the cost of providing a service full time to a particular student.

The cost of the service on the student’s individual contract must match the services received by the student with respect to the IEP, Section J. If additional information is needed to clarify changes to services the IEP team can enter “events” linked to that TieNet document.

If further explanation is needed for IEP contract service cost, utilize the ‘Comments’ section in the contracts system.

The current minimum **Hours of Service per Year** is 1050. This calculates to 30 hours per week for a 35-week school year. Hours may be higher depending on the work week for service rates’ staff.

The **Total Expenditures** include salaries and benefits of teachers, coordinators, and instructional aides.

The teacher is used as the unit of service. Other personnel are considered as supportive only. Teacher and teacher aid salaries are used for the salaries total, but they are divided by the teacher's hours

The **Total Number of Teacher FTEs** are the unit of services and considered billable minutes. Other supportive personnel are not allowed as billable minutes.

The total expenditures include salaries and benefits of teachers, coordinators, and instructional aides. This excludes salaries and benefits of paraprofessionals serving individual students. This also excludes paraprofessionals serving a group of students. Paraprofessional costs are allowable in the student contract and linked to the IEP. A teacher is used as the unit of service. An instructional aid for the teacher/classroom may be included in the teacher service rate cost, but the minutes for an instructional aide are never included in the service costs.

**The service area will calculate as outlined in the example formula below:**

Total Expenditures \$150,000 (salaries of teachers and aids)

Hours of Service per Year 1050

Total number of FTEs 1.50 (only teachers)

Formula calculation:

\$150,000 total expenditures divided by 1050 hours of service = \$142.86

\$142.86 divided by total number of FTEs 1.50 = \$95.24

**The service rate can also be used to create a rate for part-time service. This example is typical of a service rate with a defined hourly rate. See example below:**

Total expenditures for the service by hour = \$75.00. If the staff member was full-time the total cost of service would be 1050 hours times \$75.00 = \$78,750.00.

Formula Calculation:

\$78,750.00 total expenditures divided by 1050 hours of service = \$75.00

\$75.00 divided by total number of FTEs 1 = \$75.00

- ✓ **IMPORTANT:** Service Costs are locked down for the school year after a contract has been created. If an error was made when creating the service cost and editing is required after a contract has already been completed, please call NDDPI Admin to unlock. This will allow the user to re-create the rate and submit it again. By adding in, the incorrect rate will be written over or amended. Service Rate codes that are shaded blue in color may be edited by the user.

A service rate which is later edited will not change any student contracts which have been created & approved using the old rate. If an approved contract needs to be amended to use the amended rate, the contract can be amended, or voided and re-created. Contracts un-submitted or saved will calculate using new service rate. In order to prevent an excessive amount of voided contracts, please compile your needed data, and complete the service rate structures for your district(s) before beginning the task of creating student contracts.


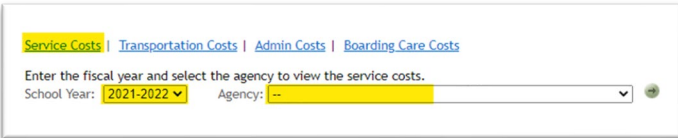
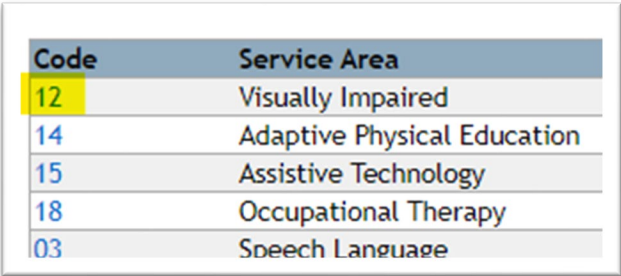
## Instructions for Service Rates for codes 27, 28, 29, 30

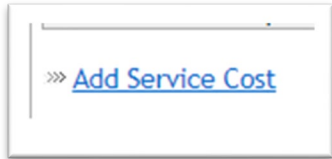
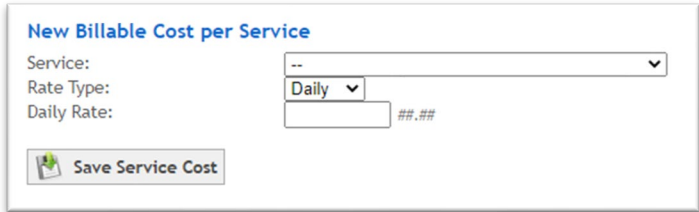
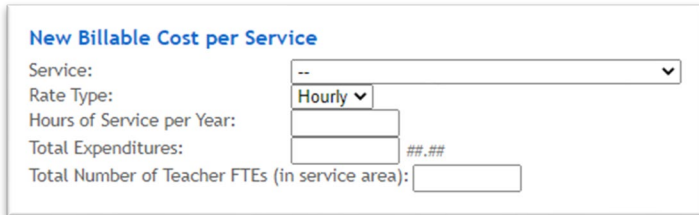
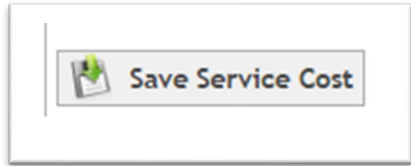
27- Paraprofessional  
28- Consultant Services  
29- Evaluation Services  
30- Interpreter Services

Service Rate codes for number 27-30 are unique to the individual student and are created as you create the student contract.

You'll receive the following error if you select one of these services. "This service is available when creating a contract and is unique to the student's individual costs".

### **4.3 Verifying / Updating / Adding Service Cost**

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select 'Service Costs' from the Administrative section on the Left Menu  Your choice may vary from the picture based on user permissions	
<b>Step 3.</b> Select 'Service Cost' tab Select appropriate school year Select the appropriate agency  Hit the Green Arrow on the right of the agency selection	
<b>Step 4a.</b> Select the service to be updated  Codes in Blue are editable by the user  Coded in Gray are only editable if <b>unlocked by DPI</b> Contract Admin	

Step	Graphic
<b>Step 4b.</b> To add a Service Cost, select 'Add Service Cost', below the existing service cost table	
<b>Step 4b(1) – Daily Rate</b> Select a 'Service' from the drop down Select Daily from 'Rate Type' drop down Enter the Daily rate	
<b>Step 4b(2) – Hourly Rate</b> Select a 'Service' from the drop down Select Hourly from 'Rate Type' drop down Enter Hours of service, total expenditures, and number of FTEs	
<b>Step 4b(3)</b> Select 'Save Service Cost'	

## 4.4 Service Cost Descriptions

Code Descriptions/Service Costs/Tuition Costs

### Service Costs and Daily Costs

Service Codes defined in the student contract system consists of approved special education and related services costs for children with disabilities. Each code has a general year code and an ESY service code. Rates for student contracts may be determined by a 12 month yearly average, or by dividing the school year into two periods, general and extended school year (ESY), and creating an average rate for each period.

Daily Rates are available for private residential facility to create rates based on a daily average and can be used for both special education and general education.

Service Costs and Daily costs are unique to the school year and need to be re-created each school year. In this grid, under Agency Defined, the word true indicates a fixed rate created just once in the 'Service Costs' feature and used for contracts, false indicates a rate used individually and added when creating the student contract.

Code	Description	Agency Defined	Contract Types	Status
1	Autism	TRUE	Special Education	Active
2	Deaf-Blind	TRUE	Special Education	Active
3	Speech Language	TRUE	Special Education	Active
4	Intellectual Disability	TRUE	Special Education	Active
5	Hearing Impaired	TRUE	Special Education	Active
6	Other Health Impaired	TRUE	Special Education	Active
7	Orthopedically Impaired	TRUE	Special Education	Active
8	Emotionally Disturbed	TRUE	Special Education	Active
9	Specific Learning Disability	TRUE	Special Education	Active
11	Traumatic Brain Injury	TRUE	Special Education	Active
12	Visually Impaired	TRUE	Special Education	Active
13	Early Childhood Education	TRUE	Special Education	Active
14	Adaptive Physical Education	TRUE	Special Education	Active
15	Assistive Technology	TRUE	Special Education	Active
16	Audiology	TRUE	Special Education	Active
17	Counseling Services	TRUE	Special Education	Active
18	Occupational Therapy	TRUE	Special Education	Active
19	Parent Counseling and Training	TRUE	Special Education	Active
20	Physical Therapy	TRUE	Special Education	Active
21	Recreation Services	TRUE	Special Education	Active
22	School Health Services	TRUE	Special Education	Active
23	School Psychology	TRUE	Special Education	Active
24	Social Work	TRUE	Special Education	Active
25	Work Study	TRUE	Special Education	Active
26	Orientation & Mobility	TRUE	Special Education	Active
27	Paraprofessional	FALSE	Special Education	Active
28	Consultant Services	FALSE	Special Education	Active
29	Evaluation Services	FALSE	Special Education	Active
30	Interpreter Services	FALSE	Special Education	Active
100	Daily Tuition - Special Education rate	TRUE	Special Education	Active
31	Non-Categorical Delay	TRUE	Special Education	Active
101	HOTR Grade K	TRUE	All	Active
102	HOTR Grade 1-6	TRUE	All	Active
103	HOTR Grade 7-8	TRUE	All	Active
104	HOTR Grade 9-12	TRUE	All	Active

<b>Code</b>	<b>Description</b>	<b>Agency Defined</b>	<b>Contract Types</b>	<b>Status</b>
<u>105</u>	HOTR Special Education Rate	TRUE	Special Education	Active
<u>106</u>	HOTR Day Treatment Rate	TRUE	All	Active
<u>32</u>	Music Therapy	TRUE	Special Education	Active
<u>201</u>	Autism - ESY	TRUE	Special Education	Active
<u>202</u>	Deaf-Blind - ESY	TRUE	Special Education	Active
<u>203</u>	Speech Language - ESY	TRUE	Special Education	Active
<u>204</u>	Educable Intellectual Disability- ESY	TRUE	Special Education	Active
<u>205</u>	Hearing Impaired - ESY	TRUE	Special Education	Active
<u>206</u>	Other Health Impaired - ESY	TRUE	Special Education	Active
<u>207</u>	Orthopedically Impaired - ESY	TRUE	Special Education	Active
<u>208</u>	Emotionally Disturbed - ESY	TRUE	Special Education	Active
<u>209</u>	Specific Learning Disability - ESY	TRUE	Special Education	Active
<u>210</u>	Trainable Intellectual Disability - ESY	TRUE	Special Education	Active
<u>211</u>	Traumatic Brain Injury - ESY	TRUE	Special Education	Active
<u>212</u>	Visually Impaired - ESY	TRUE	Special Education	Active
<u>213</u>	Early Childhood Education - ESY	TRUE	Special Education	Active
<u>214</u>	Adaptive Physical Education - ESY	TRUE	Special Education	Active
<u>215</u>	Assistive Technology - ESY	TRUE	Special Education	Active
<u>216</u>	Audiology - ESY	TRUE	Special Education	Active
<u>217</u>	Counseling Services - ESY	TRUE	Special Education	Active
<u>218</u>	Occupational Therapy - ESY	TRUE	Special Education	Active
<u>219</u>	Parent Counseling and Training - ESY	TRUE	Special Education	Active
<u>220</u>	Physical Therapy - ESY	TRUE	Special Education	Active
<u>221</u>	Recreation Services - ESY	TRUE	Special Education	Active
<u>222</u>	School Health Services - ESY	TRUE	Special Education	Active
<u>223</u>	School Psychology - ESY	TRUE	Special Education	Active
<u>224</u>	Social Work - ESY	TRUE	Special Education	Active
<u>225</u>	Work Study - ESY	TRUE	Special Education	Active
<u>226</u>	Orientation & Mobility - ESY	TRUE	Special Education	Active
<u>231</u>	Non-Categorical Delay - ESY	TRUE	Special Education	Active
<u>232</u>	Music Therapy - ESY	TRUE	Special Education	Active
<u>111</u>	ESY Daily Rate	TRUE	Special Education	Active
<u>110</u>	Daily Rate 2 - Special Education rate	TRUE	Special Education	Active


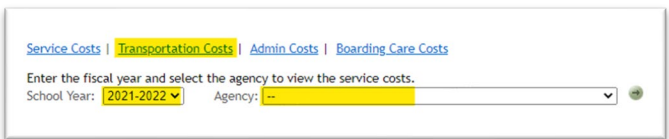
Code	Description	Agency Defined	Contract Types	Status
<u>500</u>	Daily Rate - General Education	TRUE	General Education	Active
<u>504</u>	Daily Rate 2 - general education	TRUE	General Education	Active
<u>510</u>	Daily Rate 3 - general education	TRUE	General Education	Active
<u>509</u>	Daily Rate 2 - General Education	TRUE	General Education	Active
<u>511</u>	Tutoring	FALSE	Special Education	Active
<u>67</u>	Music Therapy	TRUE	Special Education	Active
<u>120</u>	Daily rate 3 - special education	TRUE	Special Education	Active

## 4.5 Transportation Cost


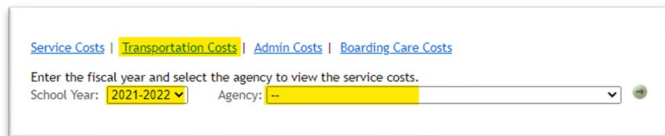
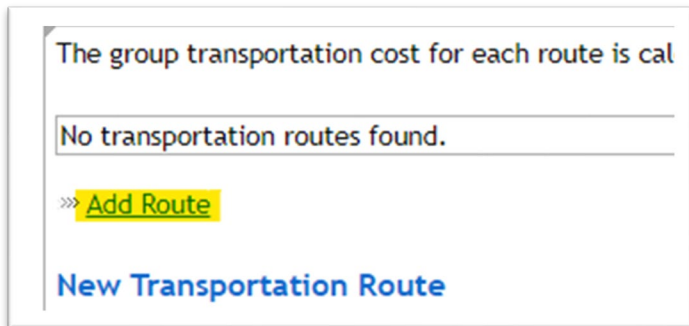
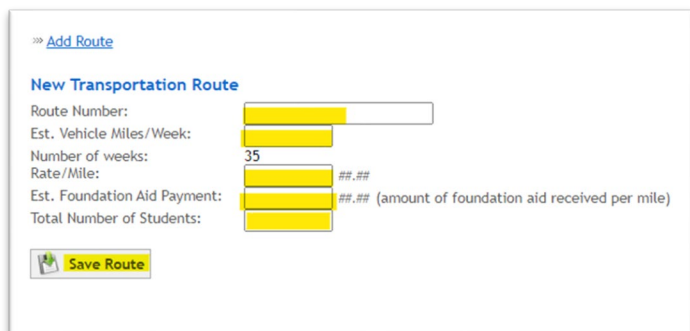
Individual transportation charges which are unique to a student may be used at the time the contract is created.

The box below identifies the information needed for an individual cost for transportation. Individual transportation costs can only be added while in the create contract status for an individual student. See **Contract Creation** in this manual for additional information.

## 4.6 Verifying / Updating / Adding Transportation Cost

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select 'Service Costs' from the Administrative section on the Left Menu  Your choice may vary from the picture based on user permissions	
<b>Step 3.</b> Select 'Transportation Cost', school year and agency	

## 4.7 Adding transportation Route

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select 'Service Costs' from the Administrative section on the Left Menu  Your choice may vary from the picture based on user permissions	 <p>The screenshot shows a sidebar menu under the heading 'Administration'. The menu items are: Manage Staff, Entity Users, Statewide Configuration, Services, Service Costs (highlighted with a grey background), and Set Years Contracts Permitted.</p>
<b>Step 3.</b> Select 'Transportation Cost', school year and agency	 <p>The screenshot shows the 'Service Costs' page. At the top, there are tabs: Service Costs, Transportation Costs (highlighted), Admin Costs, and Boarding Care Costs. Below the tabs, it says 'Enter the fiscal year and select the agency to view the service costs.' There are two dropdown menus: 'School Year' with '2021-2022' selected, and 'Agency' with '--' selected.</p>
<b>Step 4.</b> Select 'Add Route'	 <p>The screenshot shows a message box that says 'The group transportation cost for each route is calculated.' Below this, it says 'No transportation routes found.' There is a button labeled '&gt;&gt;&gt; Add Route' and a link labeled 'New Transportation Route'.</p>
<b>Step 5.</b> Enter requested information and hit 'Save Route'	 <p>The screenshot shows the 'New Transportation Route' form. It has the following fields: Route Number (text input), Est. Vehicle Miles/Week (text input), Number of weeks (text input with '35' entered), Rate/Mile (text input with '##.##' entered), Est. Foundation Aid Payment (text input with '##.##' entered, with a note '(amount of foundation aid received per mile)'), and Total Number of Students (text input). At the bottom, there is a 'Save Route' button.</p>



## 4.8 Administrative Cost


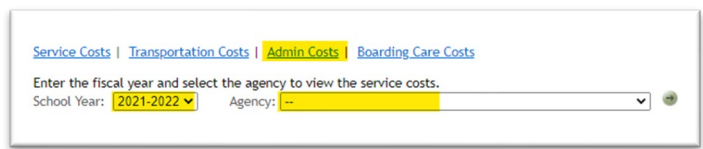
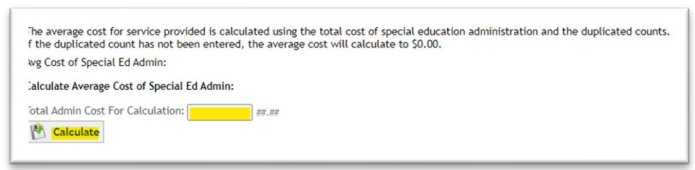
To calculate the **Administrative Costs** for a particular Special Education Unit, determine the salaries and benefits for the Director of Special Education, Assistant Directors, and other special education central office staff.

Do not include any staff members that are used in the computation of the 'General Education Costs for Student with Disabilities'.

Do not include program coordinators since these costs should be included in the cost for the individual service areas.

**The total number of services provided** (unit-wide duplicated count) for the last year the numbers were tracked will be entered by a DPI Administrator.

## 4.9 Verifying / Updating / Adding Administrative Cost

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select 'Service Costs' from the Administrative section on the Left Menu  Your choice may vary from the picture based on user permissions	
<b>Step 3.</b> Select 'Admin Cost', school year, and Special Education Unit	
<b>Step 4</b> Enter the total admin cost and hit 'Calculate'	

The Avg Cost of Special Ed Admin will be displayed.

If the duplicated count has not been entered and a calculation of \$0.00 is displayed call DPI Contract Admin with request to enter the duplicated number for your unit and the amount will be recalculated

#### **4.10 Boarding Care Cost**

According to Section 15.1-32-19 of the North Dakota Century Code and the policies and procedures as established by the Department of Public Instruction and the Department of Human Services, the Department of Public Instruction will reimburse the local school district, through their special education unit, for **80% of the cost** of boarding care for the student.

If additional information is secured, or if there is a change in arrangements for the student, the Department of Public Instruction must be informed as to ensure an opportunity for maximum utilization of appropriated funds.

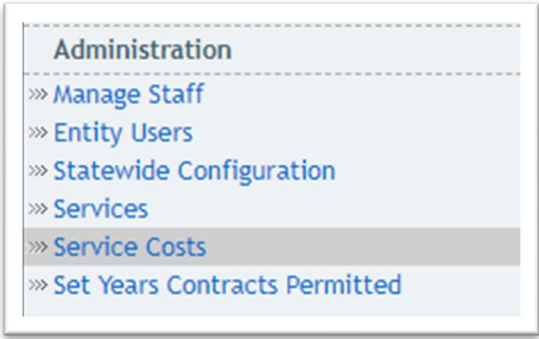
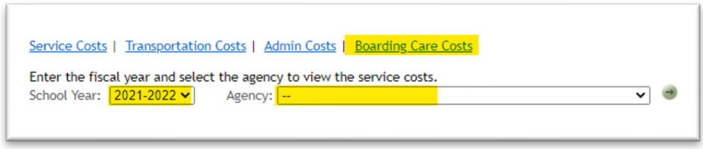
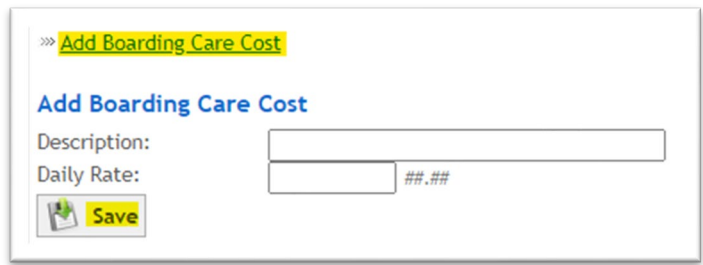
This is documented in the Adaptions of the students IEP section or in ecological factors in the present level.

##### **15.1-32-19. Boarding care costs - Reimbursement of school district.**

*The superintendent of public instruction shall reimburse a student's school district of residence an amount equal to eighty percent of the room and board costs paid by the district for a student with disabilities who is placed in a facility that is located either within or outside of the student's school district of residence in order to receive special education services. The student's school district of residence is liable for any room and board costs in excess of those reimbursed as provided in this section. The placement of a student with disabilities in a public or private facility will be made by a school district. The placement of a student with disabilities in congregate care will be made in a facility designated by the department of human services.*

## 4.11 Verifying / Updating / Adding Boarding Care Cost

- ✓ **IMPORTANT:** Boarding care cost are only for residential facilities

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select 'Service Costs' from the Administrative section on the Left Menu  Your choice may vary from the picture based on user permissions	 <p>The screenshot shows a sidebar menu under the heading 'Administration'. The menu items are: Manage Staff, Entity Users, Statewide Configuration, Services, Service Costs (highlighted with a grey background), and Set Years Contracts Permitted.</p>
<b>Step 3.</b> Select 'Boarding Care Cost', school year and agency	 <p>The screenshot shows the 'Boarding Care Costs' page. At the top, there are tabs: Service Costs, Transportation Costs, Admin Costs, and Boarding Care Costs (highlighted). Below the tabs, there is a text prompt: 'Enter the fiscal year and select the agency to view the service costs.' Below this, there are two dropdown menus: 'School Year' (set to 2021-2022) and 'Agency' (set to --).</p>
<b>Step 4.</b> Fill in a brief description for the boarding care cost and enter the daily rate amount  Hit 'Save'	 <p>The screenshot shows the 'Add Boarding Care Cost' form. It has a title 'Add Boarding Care Cost' and two input fields: 'Description:' and 'Daily Rate:'. The 'Daily Rate' field has a format mask '##.##'. At the bottom left, there is a 'Save' button with a green checkmark icon.</p>

## 4.12 General Education Tuition Costs


The general education costs for general education and special education students will auto calculate on the student contract based on the information defined on the contract and in STARS. The contract is interfacing with the STARS financial reports for the ND Public School educators and will prorate the yearly amount based on the number of days defined on the contract.

The formula for general education is based on the calculation of factors to determine average costs for the educating entity. The MIS03 report will determine the factors which make up the formula's State defined values and the numbers from the educator's financial report in STARS to complete the formula.

Service Start Date:	9/3/2020	Service End Date:	5/27/2021
Number of Days:	175		
<b>Regular Education Costs Total: \$2,815.57</b>			
Average Cost Per Pupil	\$11,097.75		
State Average Capital Outlay	\$1,346.34		
State Average Cost for Extracurricular Activities	<u>\$407.48</u>		
Total Average Cost Per Pupil		\$12,851.57	
State Foundation Per Pupil	\$10,036.00		
School District Size Factor	1.000		
District Foundation Per Pupil		<u>(\$10,036.00)</u>	
Unadjusted Tuition Charge Per Pupil		<b>\$2,815.57</b>	
150% of State Average Cost of Education	\$15,560.44		
Tuition Charge Per Pupil		\$2,815.57	
Special Education Costs		\$0.00	
Total Average Cost Per Pupil (excluding special education)		<u><b>\$2,815.57</b></u>	
Total Regular Education Costs for Contract (175 / 175 days)		<b>\$2,815.57</b>	


## 4.13 Statewide Configuration

The following factors are defined by the School Finance Director before the new school year's contracts can be created. Most of these factors change each year, but there are a few which are defined in law and remain the same. These numbers make up the State defined amounts which aid in the formula for a public educator's general costs and district responsibility. If the educating provider has not completed and submitted their financial reports in STARS, a validation error will occur preventing the contract's creation.

School Year:  

**DPI Costs**


State Foundation Aid per Student:	<input type="text" value="10136.00"/>	
State Average Capital Outlay:	<input type="text" value="1563.54"/>	
State Average Extracurricular Cost Per Student:	<input type="text" value="405.28"/>	
DPI Share of Boarding Costs Ratio:	<input type="text" value="0.80"/>	(0.00 - 1.00)
School Placed Cost Multiplier:	<input type="text" value="4.00"/>	
Number of School Days per Year	<input type="text" value="175"/>	
Number of School Days per Extended Year	<input type="text" value="85"/>	

 Save DPI Costs

**Average Cost per Student**

Enter the statewide average cost of education for regular education students and special education students for each of the grades below.

Kindergarten	Regular	<input type="text" value="10682.86"/>	##.##
Grades 1-6		<input type="text" value="12567.67"/>	##.##
Grades 7-8		<input type="text" value="12589.48"/>	##.##
Grades 1-8 Agency Placed		<input type="text" value="12573.16"/>	##.##
Grades 9-12		<input type="text" value="13810.36"/>	##.##

 Save Average Cost per Student

## 5 Student Contracts

### 5.1 Agency Placed Contracts

When a Notice of Placement (NoP) is created, it does not clearly show the type of placement, but this can be determined from the Section IV of the NoP.

If the placing agency selected any the top five selections in section IV (Residency Determination), it indicates an **Agency Placed** contract.

- ☐ Student's custodial parent, or legal guardian, is resident of North Dakota
- ☐ Student's custodial parent, or legal guardian, is not a resident of North Dakota
- ☐ Parental rights have been terminated
- ☐ Student no longer has a custodial parent, or legal guardian
- ☐ All reasonable efforts to locate a parent, or legal guardian, have been unsuccessful
- ☐ School placement

The contract will indicate the type of placement in the top right-hand corner of the contract created from the notification.

The information provided on the top right-hand corner of a contract is generated first from the notification, then from the information in STARS within the student's enrollment record.

If the educator, or resident district, does not feel this information is correct, your point of contact would be the agency making placement, and the district which has the student enrolled.

### 5.2 School Placed Contracts

When a Notice of Placement (NoP) is created, it does not clearly show the type of placement, but this can be determined from the Section IV of the NoP.

If the user's account is associated with a school or Special Education unit, they will only see 'School Placed' as an option.

- ☐ Student's custodial parent, or legal guardian, is resident of North Dakota
- ☐ Student's custodial parent, or legal guardian, is not a resident of North Dakota
- ☐ Parental rights have been terminated
- ☐ Student no longer has a custodial parent, or legal guardian
- ☐ All reasonable efforts to locate a parent, or legal guardian, have been unsuccessful
- ☐ School placement

The contract will indicate the type of placement in the top right-hand corner of the contract created from the notification.

The information provided on the top right-hand corner of a contract is generated first from the notification, then from the information in STARS within the student's enrollment record.

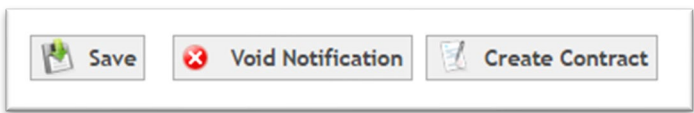
If the educator, or resident district, does not feel this information is correct, your point of contacts would be the school making placement, and the district which has the student enrolled.

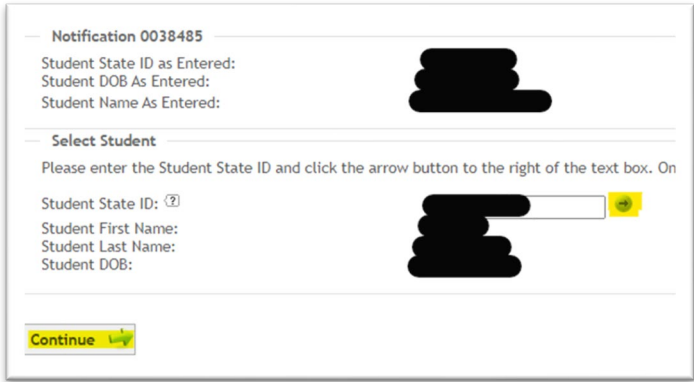
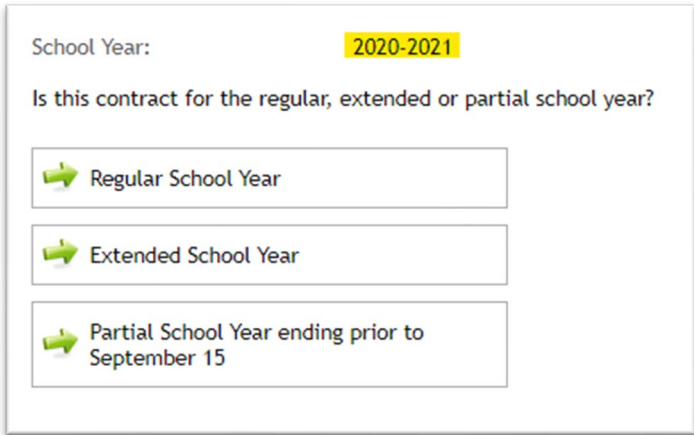
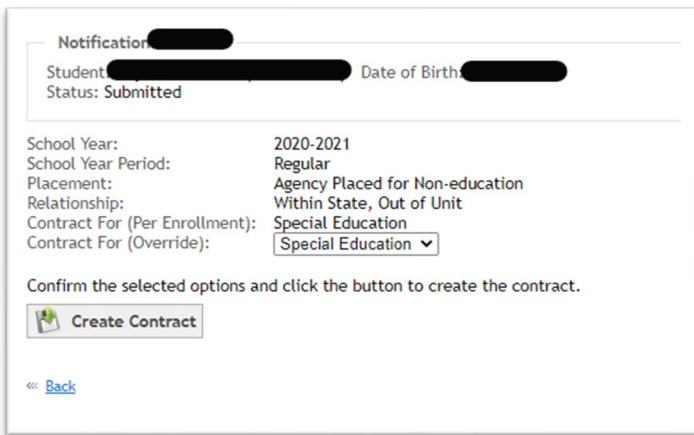
### 5.3 Create a Student Contract

All contracts should be completed as soon as possible, but **no later than March** to ensure timely reimbursement. Contracts allow the resident district to have a clear understanding of their students' educational costs and their financial responsibility. Contracts should be amended to actual costs at the end of services or the program year.

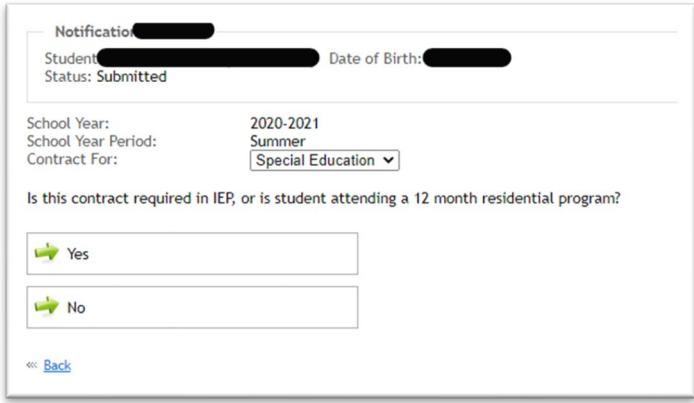
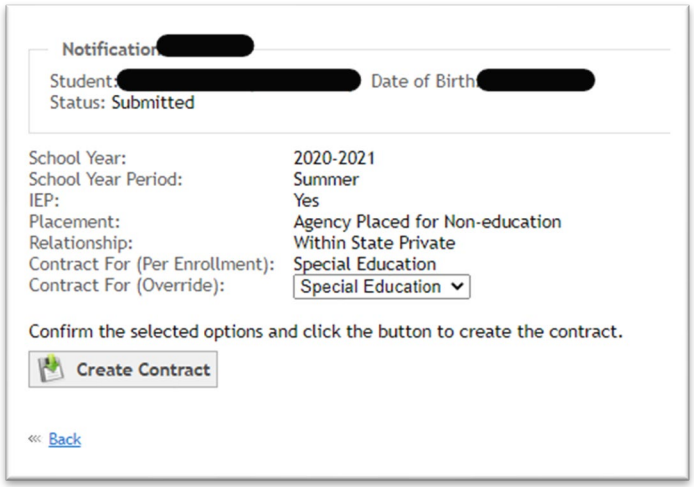
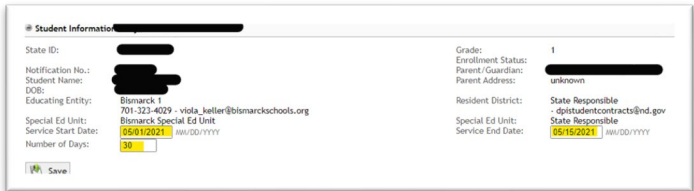
- ✓ **IMPORTANT:** The fields and sections available when creating a contracts are based on the NoP and STARS enrollment status. Some of the fields are pre-filled or calculated based on the NoP and STARS enrollment status.
- ✓ **IMPORTANT:** Numerous issues arise from this interaction based on the incomplete or inaccurate data loaded in STARS.

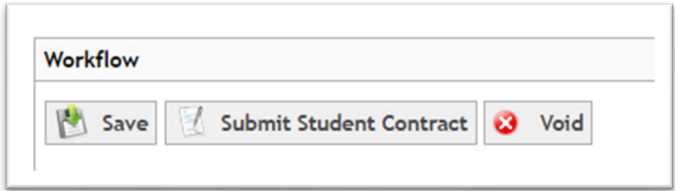
Please see section 1.2 for system relationships

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Search for the appropriate Notice of Placement	See section 3.5
<b>Step 3.</b> Select 'Create Contract' at the bottom of the NoP	


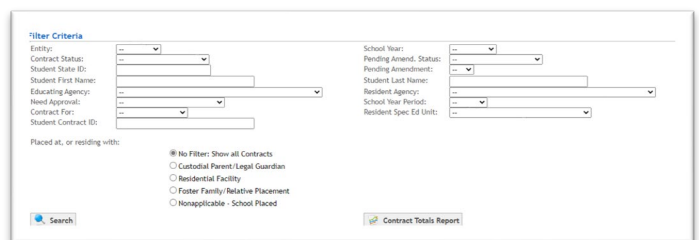

Step	Graphic
<p><b>Step 4. Verify Student's State ID</b></p> <p>Hit the green arrow to bring in student details</p> <p>Hit 'Continue'</p>	
<p><b>Step 5. Verify School Year (this is pulled from the NoP)</b></p> <p>Select type of contract</p> <p><b>Regular School Year</b> – go to step 5a</p> <p><b>Extended School Year</b> – go to step 5b</p> <p><b>Partial School Year</b> – used for those students who started the year linked to one financially responsible district; then, on the annual Sep 15<sup>th</sup> residency determination, were linked to a different financially responsible district.</p> <p>A Partial School Year contract covers the beginning of the school year up to Sep 14, a second contract (regular school year) will cover the remaining school year.</p>	
<p><b>Step 5a – Regular School Year</b></p> <p>Verify information (this is pulled from the NoP and STARS enrollment status)</p> <p>If anything is wrong, either correct STARS or void and recreate the NoP.</p> <p>Select Create Contract</p>	



Step	Graphic
<p><b>Step 5b – Extended School Year</b></p> <p>Is contract required in IEP or is student attending a 12-month residential program?</p> <p>Yes – go to Step 5b(1)</p> <p>No – go to Step 5b(2)</p>	
<p><b>Step 5b(1) – Yes</b></p> <p>Verify information (this is pulled from the NoP and STARS enrollment status)</p> <p>If anything is wrong, correct either the NoP or STARS</p> <p>Select Create Contract</p>	
<p><b>Step 5b(2) – No</b></p> <p>Contract cannot be created unless required in IEP</p>	
<p><b>Step 6 – enter Service Start and End Date, number of days</b></p> <p>Select 'Save'</p>	
<p><b>If Available</b></p> <p>The transportation option when creating a contract allows the creator of the contract to add in the transportation costs if they are unique to a student, and not available to others, or by a pre-defined route</p>	

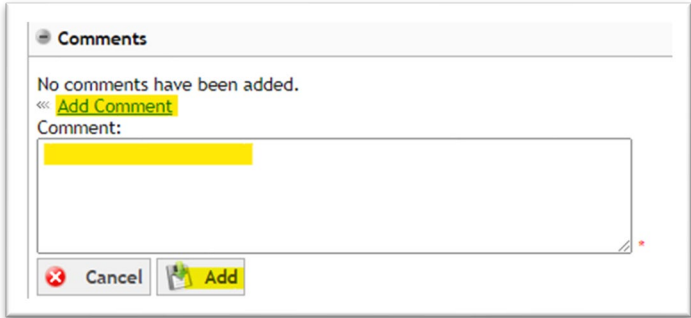
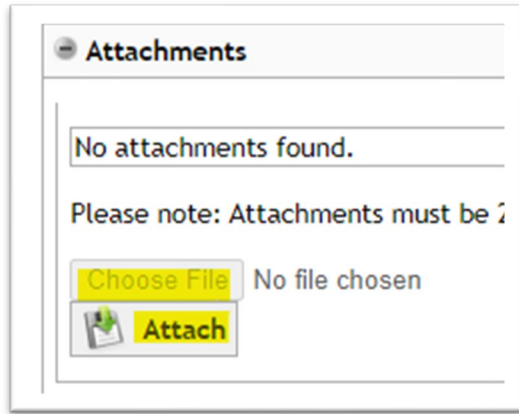
Step	Graphic
<p><b>If Available</b></p> <p>Boarding Care costs (available on school placed contracts only) must first be created by the residential facility and can be added to a school placed contract. After the required information has been entered, the option to choose a boarding care rate from the drop-down box must be selected</p>	
<p><b>If Available</b></p> <p>Student Services and rates for the educator must be created before being added to a contract. Select your service from the drop down box and proceed with required information. Required information is based on IEP services for the individual student.</p> <p>Select 'Save &amp; Calculate'</p>	
<p><b>If Available</b></p> <p>General education costs are based on information reported in STARS by the educating district. General education costs <u>will not post</u> for students which are open enrolled, or tuition waved in STARS. If information is incorrect, contact your educating provider for assistance. If a correction is needed in STARS, the contract will need to be voided and created again after STARS has been updated</p>	
<p><b>Step 7–</b> select 'Submit Student Contract'</p>	

## 5.4 Search for Contract

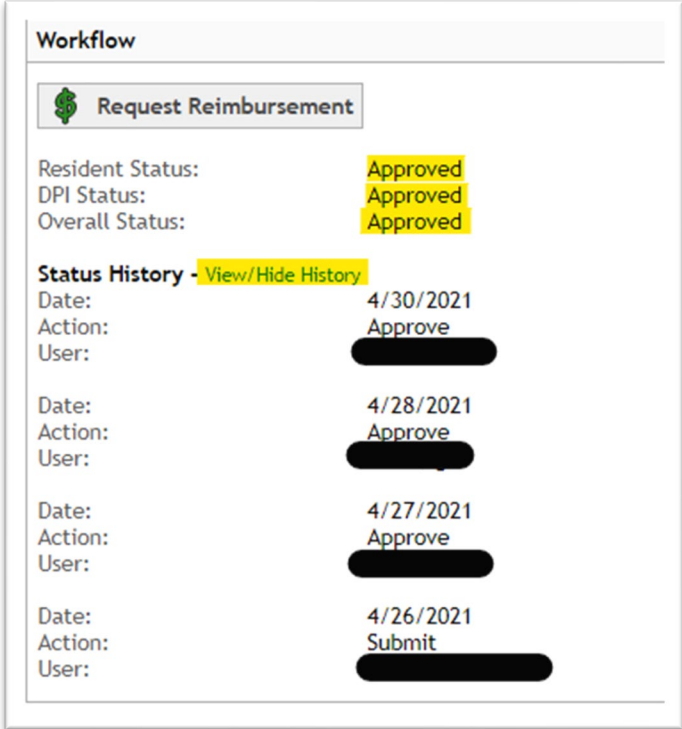
Step	Graphic																						
Step 1. Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>																						
Step 2. Select 'List' under Contract type																							
Step 3. Enter Search criteria and select 'Search'																							
Step 4. Select contract (by selecting the contract number) from the list	 <table><thead><tr><th>Contract No.</th><th>Contract For</th><th>Status</th><th>Year</th><th>Period</th><th>Resident Agency</th><th>Educating Agency</th><th>Student State ID</th><th>Student Name</th><th>Pending Amendment</th><th>Notification</th></tr></thead><tbody><tr><td>00000000</td><td>Special Education</td><td>Approved</td><td>2020-2021</td><td></td><td>Regular State Responsible</td><td>Dakota Boys &amp; Girls Ranch - Minnetonka</td><td></td><td></td><td>No (Approved)</td><td>No</td></tr></tbody></table>	Contract No.	Contract For	Status	Year	Period	Resident Agency	Educating Agency	Student State ID	Student Name	Pending Amendment	Notification	00000000	Special Education	Approved	2020-2021		Regular State Responsible	Dakota Boys & Girls Ranch - Minnetonka			No (Approved)	No
Contract No.	Contract For	Status	Year	Period	Resident Agency	Educating Agency	Student State ID	Student Name	Pending Amendment	Notification													
00000000	Special Education	Approved	2020-2021		Regular State Responsible	Dakota Boys & Girls Ranch - Minnetonka			No (Approved)	No													

## 5.5 Adding Comments and/or Attachments

Comments are useful if further explanation will help in understanding the contract

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Search for the appropriate Contract	See section 5.4
<b>Step 3</b> Select 'Add Comments', enter a comment, and hit 'Add'	
<b>Step 4 –</b> Select 'choose file', find the file you want to attach and select 'Attach'	

## 5.6 Checking Status

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Search for the appropriate Contract	See section 5.4
<b>Step 3.</b> You can view the status for each step and you can expand the Status History by hitting 'View/Hid History' to see who and when the contract was approved	

## 5.7 Contract Approval

The approval workflow generally is:

1. Educator creates contract
2. Resident district approves, or rejects
3. NDDPI fiscal administrator approves, or rejects
4. NDDPI administrator approves, or rejects

General education contracts receive final approval from a DPI Placement Admin.

Special education contracts receive final approval from a DPI SpecEd Admin.

Basically, educators create contracts, and can VOID a contract (unless a payment has been made on the contract).

A resident district can approve, or reject a contract for corrections, or further explanation.

The resident district has the responsibility to compare services in the IEP to student services and costs submitted through the student contract system. An audit could include a fiscal review comparing IEP services, the student contract's billable minutes, and group size.

When a contract is pending district approval, the approval, and reject buttons, will be located at the bottom of the contract.

The screenshot displays the 'Contract' page in the North Dakota Teach system. The page header includes the North Dakota logo and the text 'Education First, Education That Lasts'. The left sidebar contains navigation links for 'Student Contracts', 'Administration', and 'Service Costs'. The main content area shows the details of a contract for 'Load Conway'. The contract details include a table with the following items:

Item	Amount
State Reimbursement For Tuition	\$1,767.12
District of Residence Liability for Boarding Care (3)	\$0.00
Less 100% of boarding care	\$0.00
State Reimbursement for Boarding Care	\$0.00
State Reimbursement for Excess Cost	\$1,767.12

Below the table, there are sections for 'Comments' and 'Attachments'. The 'Comments' section states 'No comments have been added.' and the 'Attachments' section states 'No attachments found.' At the bottom, the 'Workflow' section shows 'Approve' and 'Reject' buttons. The status is 'Pending District Approval'.

If the **special education** contract is pending district approval, but was amended by the educator, the approval and reject buttons will be in the middle of the contract directly under the **Student Services and Cost Calculations** section.

Student Services and Cost Calculations Total: \$9,275.00

Name	Code	Units/Time	Weeks/Yr	Group Size	Units	Unit Desc	Unit Rate	Cost
Daily Tuition - Special Education rate	31	54 /Yr	N/A	N/A	54	billable/day	\$175.00	\$9,450.00

Contract Amendments:  
Pending Amendment (3/7/2018 - 5/24/2018):

Name	Code	Units/Time	Weeks/Yr	Group Size	Units	Unit Desc	Unit Rate	Cost
Daily Tuition - Special Education rate	31	54 /Yr	N/A	N/A	54	billable/day	\$175.00	\$9,450.00
Daily Tuition - Special Education rate	31	53 /Yr	N/A	N/A	53	billable/day	\$175.00	\$9,275.00

Resident Status: Pending  
 DPI Status: Pending  
 Overall Status: Pending District Approval

Has third party payments? Yes No

Total Service Costs: \$9,275.00  
 Total Third Party Payments: \$0.00

If the contract is **general education**, then you will need to click the green + button by the general education formula. At the bottom you will see a approve or reject button. Workflow for approval follows the standard path.

Student Information

Regular Education Costs Total: \$943.30

Reimbursements Total: \$973.25

Contract Reimbursement Total: \$943.30

The + button indicates the section can be expanded.

The – button indicates it is already open or expanded.

**Regular Education Costs Total: \$943.30**

**Pending Amendment:**

Average Cost Per Pupil	\$10,882.20	
State Average Capital Outlay	\$1,109.47	
State Average Cost for Extracurricular Activities	<u>\$379.42</u>	
Total Average Cost Per Pupil		\$12,371.09
State Foundation Per Pupil	\$9,646.00	
School District Size Factor	1.000	
District Foundation Per Pupil		<u>(\$9,646.00)</u>
Unadjusted Tuition Charge Per Pupil		<b>\$2,725.09</b>
150% of State Average Cost of Education	\$19,861.02	
Tuition Charge Per Pupil		\$2,725.09
Special Education Costs		<u>\$0.00</u>
Total Average Cost Per Pupil (excluding special education)		<b>\$2,725.09</b>
Total Regular Education Costs for Contract (63 / 182 days)		<b>\$943.30</b>

**Amendment Workflow**

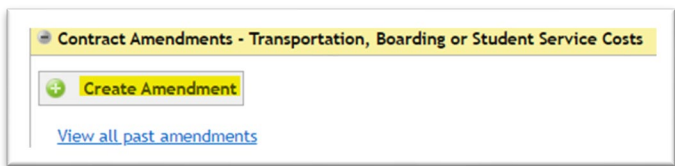
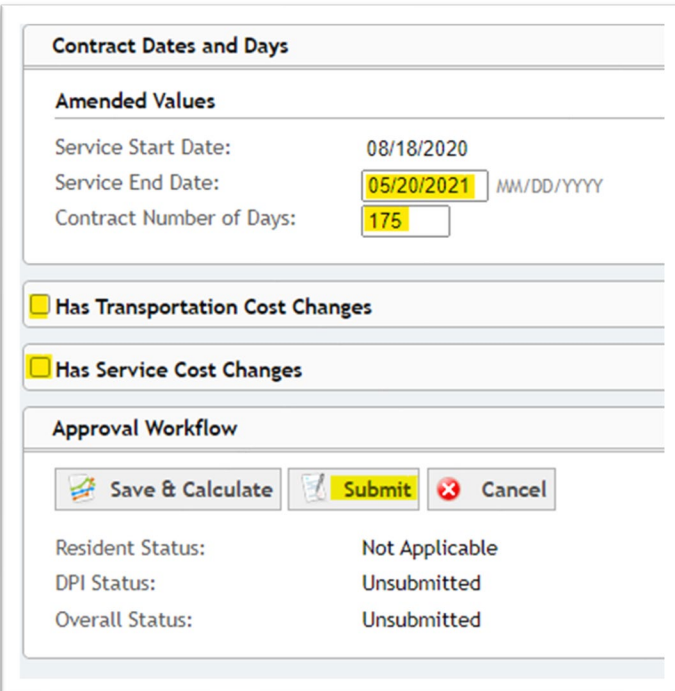
Resident Status:	Not Applicable
DPI Status:	Pending
Overall Status:	Pending Fiscal Review

**Amendment History** ([Show](#))



## 5.8 Create Amendment

Once a contract is approved by the resident district, and both state levels, (fiscal and final), a contract can be amended to reflect any changes that may have occurred.

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Search for the appropriate Contract	See section 5.4
<b>Step 3.</b> Select 'Create Amendment'	
<b>Step 4.</b> Enter information and hit 'Submit'	

## 5.9 Reading Student Contracts

Each section can be expanded or contract by selecting the small plus (to expand) or minus (to contract) to the left of the section heading.

The sections are based on the cost associated with each specific student's contract. Each section may not be listed on every contract.

### Section 1 – Student Contract Info

School Year – based on NoP  
School Year Period – selected when contract was created  
Contract For – based on STARS enrollment  
Contract Type – based on NoP  
Placement Type – based on NoP

### Section 2 – Student Info

- ✓ **IMPORTANT** – often contracts are created at initial placement with the assumption the contract will be for the entire enrollment period. If this changes, an amendment is needed to update the service end date.
- ✓ **IMPORTANT** - Contracts will be flagged if total contract days for all contracts for a single student for the school year exceed 175 days.

Student info pulled from NoP / STARS

Educating Entity – entity where the student is placed

Resident Entity – entity responsible for cost

Service Start / End Date – entered when contract was created / ended

Number of Days – entered when contract was created (used for cost calculations)

Last Amended – most recent amendment date

### Section 3 – Amendments

Amendments are used to modify contracts.

If the Service Start Date needs to be changed, a new NoP is needed, so the current contract needs to be voided.

Amendments are needed when the Service End Date, Number of Days or services change.

## **Section 4 – Transportation**

Transportation costs unique to a student, and not available to others, or by a pre-defined route.

## **Section 5 – Student Service Cost and Calculations**

An itemized list of services needed for each student. If the student is on an IEP, these services must align with Section J of their IEP.

## **Section 6 – Third Party Payments**

This section list any of the cost covered by external entities (Medicaid, insurance, etc.).

In the case of PreK Special Education, the foundation aid paid to the educating school is not accounted for in the cost calculations. Please enter that amount here.

## **Section 7 – Reimbursements**

This section will list any payments already made for this contract.

## **Section 8 – Contract Reimbursement Totals**

Based on information in STARS and on the student's notification, the cost of education is calculated to reflect the responsibility of the resident district and the State of ND's excess costs reimbursement.

**Total Per Student Costs for Tuition** – costs of educating the student.

**State Allowable Tuition** – total cost of tuition used to determine excess costs.

**Total Per Student Costs (Resident District Costs)** – this amount is owed to the educator by the resident district.

**State Reimbursement for Tuition** – amount reimbursed for tuition after adjustment for district responsible.

**State Reimbursement for Boarding Care** - amount of boarding care available for reimbursement.

**State Reimbursement for Excess Cost** – total reimbursement.

## **Section 9 – Comments**

Comments can be added to the contract for any additional information needed between educator, resident district and NDDPI Admin. This includes changes in services, evaluations, rate of consultants, etc.

## Section 10 – Attachments

Attachments (additional documentation) can be added to a contract to assist in approval process.

## Section 11 – Workflow

Workflow shows the current approval status

Select ‘View/Hide History’ to see who and when each step was approved and any comments they added

## Section 12 – Legal Statement

The legal statement is the wording used for the contract document. This section of the contract was originally created for special education contracts, and will be undergoing a review, so the statement will change according to the type of contract or will be inclusive of all types of contracts.

### ***5.10 TieNet – Contract Services***

Additional assistance for entering service hours on a student contract:

Each student contract containing an excess balance obligated by the State will be compared to the student’s IEP in TieNet. Services listed on the contract, but not detailed in TieNet, will not be allowed. Student eligibility and IEP records must be current and in final form in TieNet prior to DPI approval. Each contract will be reviewed from a fiscal and administrative perspective which requires a two-step approval process. Please allow ample time for approvals to be completed by all parties involved.

All contracts should be completed as soon as possible, but **no later than March** to ensure timely reimbursement. Contracts allow the resident district to have a clear understanding of their students’ educational costs and their financial responsibility. Contracts should be amended to reflect actual costs at the end of services or program year.

Using TieNet, open student’s most recent IEP and select the “Educational Environment and Related Services” (Section J) page. Review services, minutes, starting date, and duration in the IEP.

If a service is not listed on the service page of the IEP, it cannot be billed for or reimbursed. IEP teams can enter notes in the “events” section of the IEP if clarification is needed to explain services or changes in services.

To build an accurate student contract, it is necessary to review **ALL** IEPs that have been initiated or amended during the school term. Multiple IEPs may require the service costs to be split out according to the duration of services.

Special Ed Services	Minutes Frequency	Start Date	Duration	Service Provider	Location of Services	School Year	ESY
Reading; Small group	90/week	08/22/2021	12 months	Resource Teacher	Special Ed	X	
Reading; small group	30/week	06/02/2021	1 month	Resource Teacher	Special Ed		X
Occupational Therapy; 1:1	30/week	08/22/2021	3 months	OT	Special Ed	X	
Occupational Therapy; large group	15/week	11/22/2021	2 months	OT	General Ed	X	

Using one contract, add each service for which there is direct service to the student using the # of weeks for each service type. Above is an example of how you may see services written for different periods of time. This information may have been gained from an IEP and an amendment created later. This would all be entered into one student contract.

The IEP will not list how many students are in a “small group” or “large group”. That information can be entered in the IEPs “event” log so the information would be available to those preparing the contract.

On an IEP, services provided by a teacher and paraprofessional need to be listed on separate service lines. On a student contract teacher and paraprofessional services are billed separately.

If completing an Extended School Year (ESY) contract, verify that “ESY is needed” by reviewing the checked boxes under the services section on the student’s IEP.

Crosscheck the student’s IEP(s) and the contract amounts.

**Records** – be sure to keep accurate records of costs, group size, etc., used to complete student contracts. Records used to determine group size and other supporting schedules used for computation of costs, should be kept for the same period as other financial records. These records may be subject to audits.

**Group Size** – Report the actual group size, even if it means reporting the services on two separate lines. For example, if there are 3 students in a group for one-half year and 4 students in for the other half, report on two lines. Conducting a sample review of group size is recommended once per semester to increase accuracy. An “event” can be created by the IEP team in the IEP to help clarify group sizes for services for those writing the contract.

**Paraprofessionals** – The full cost of a one-on-one paraprofessional can be claimed if the paraprofessional is with the student exclusively all day. If a paraprofessional has other duties, such as lunchroom duty for an hour, then the percent of time/cost on the contract needs to be prorated accordingly.

If billing for paraprofessional time, which has been prorated for individual services, the costs of these services may not be duplicated in other services.

Utilize the comments section of the contract to explain changes in billing. For example, *“1:1 instruction for reading and math changed to 2/9/21 to small group reading and math totaling 440 min/wk. Paraprofessional increased from 1085 to 1750 min/wk on 2/9/21. Adaptive phy ed was added on 2/9/21 for 100 min/wk”*.

Utilize the comment section for other clarification on the contract. For example, *“Consultant is job coach”* (or BCBA, RN, etc.) or *“School psychologist completed three-year evaluation, 180 minutes x one week”*

## 5.11 Review Contracts

### The Power of Group size-

#### Group Size of 1

[Units/hour (29.00) x Weeks per Year (35)] divided by Group Size (1) x Unit Rate (\$104.00)  
 $((29 \times 35) / 1) \times 104.00 = \$105,600.60$

#### Group Size of 2

[Units/hour (29.00) x Weeks per Year (35)] divided by Group Size (2) x Unit Rate (\$104.00)  
 $((29 \times 35) / 2) \times 104.00 = \$52,800.30$

Note: By managing the group size details, this service on the student’s contract is reduced by 50%.

Group								
Name	Code	Units/Time	Weeks/YR	size	Units	Unit Desc	Unit Rate	Cost
Specific Learning Disability	9	29.00	35	2	507.5	billable/hr	\$104.04	\$52,800.30

One on One services								
Name	Code	Units/Time	Weeks/YR	Group size	Units	Unit Desc	Unit Rate	Cost
Specific Learning Disability	9	29.00	35	1	203	billable/hr	\$104.04	\$105,600.60

## Review Residential Facility and Paraprofessional Hours for total hours within the school day/week

Total charges for Paraprofessional hours = 47 hours

But listed on separate lines

Is this for two on one services the student is receiving?

Or

Are the 9.50 hours considered residential services and outside of the school day?

Name	Code	Units/Time	Weeks/YR	Group size	Units	Unit Desc	Unit Rate	Cost
Specific Learning Disability	9	4.17	14	2	29.19 billable/hr	\$104.04	\$3,036.93	
Specific Learning Disability	9	0.83	21	2	8.72 billable/hr	\$104.04	\$906.71	
Speech Language	3	0.67	35	1	23.45 billable/hr	\$80.63	\$1,890.77	
Speech Language	3	1.67	35	4	14.61 billable/hr	\$80.63	\$1,178.21	
Emotionally Disturbed	8	3.33	20	4	16.65 billable/hr	\$182.40	\$3,036.96	
Emotionally Disturbed	8	0.08	15	3	0.4 billable/hr	\$182.40	\$72.96	
Paraprofessional	27	9.5	35	1	66.5 billable/hr	\$30.00	\$9,975.00	
Paraprofessional	27	37.5	35	1	262.5 billable/hr	\$28.33	\$37,183.13	
Occupational Therapy	18	0.67	12	1	8.04 billable/hr	\$88.96	\$715.24	
Physical Therapy	20	0.5	12	1	6.00 billable/hr	\$83.94	\$503.64	
								\$58,499.55

## Review for possible excess weekly hours:

In the example below, the total costs of educational services (highlighted in yellow) total 35.58 hours a week. 30 hours a week is standard, but there may be circumstances which require more hours in a school day for the student.

Example, Secondary students may have an average day of over 30 hours. Review IEP to determine if the hours are reasonable for this student.

Also in this example, the total hours for paraprofessionals exceed 30 hours. Review IEP for more detail or call the educator for further explanation.

Name	Code	Units/Time	Weeks/YR	Group size	Units	Unit Desc	Unit Rate	Cost
Specific Learning Disability	9	29.00	35	2	507.5	billable/hr	\$104.04	\$52,800.30
Specific Learning Disability	9	0.83	35	2	14.53	billable/hr	\$104.04	\$1,511.18
Speech Language	3	0.67	35	1	23.45	billable/hr	\$80.63	\$1,890.77
Speech Language	3	1.67	35	4	14.61	billable/hr	\$80.63	\$1,178.00
Emotionally Disturbed	8	3.33	35	4	29.14	billable/hr	\$182.40	\$5,315.14
Emotionally Disturbed	8	0.08	35	3	0.93	billable/hr	\$182.40	\$169.63
Paraprofessional	27	9.5	35	1	66.5	billable/hr	\$30.00	\$9,975.00
Paraprofessional	27	37.5	35	1	262.5	billable/hr	\$28.33	\$37,183.13
								\$110,023.15

## Review Specific Learning Disability's (SLD) total Allowable Expenditures

Total Allowable Expenditures \$145,813.50

Hours of Service per Year 1050 (175 weeks times 30 hours a week = educational hours)

Total number of FTEs 1.50 (*Teachers are the FTEs, or the units of service*)

Formula Calculation:

\$145,813.50 expenditure divided by 1050 educational hours in a year = \$138.87 hourly

\$138.87 divided by 1.5 FTEs, or teachers, = \$92.58

Name	Code	Units/Tim	Weeks/YR	Group size	Units	Unit Desc	Rate	Cost	
Specific Learning Disability	9	29.00	36	1	208.8	billable/h	\$92.58	\$96,653.52	
Specific Learning Disability	9	16.00	36	1	115.2	billable/h	\$92.58	\$ 53,326.08	\$149,979.60
Specific Learning Disability	9	7.5	36	1	54	billable/h	\$92.58	\$ 24,996.60	
Specific Learning Disability	9	9	36	1	64.8	billable/h	\$92.58	\$ 29,995.92	
		61.50						\$204,972.12	

The service was built using 1.5 FTE teachers.

An educational week is considered 30 hours times 1.5 FTE's = a max of 45.00 SLD service hours.

In this example, the total hours of SLD that is billed equals 61.50 hours which is a total cost of \$204,972.12.

The number of hours billed exceeds the maximum hours in the service which then creates contract costs for more than the total allow cost, in this case \$145,813.50



## 5.12 Out of State Contracts

**Out-of-state public, or private schools** are not using NDDPI's system to create student contracts. Prompted by the resident district, NDDPI will create the out of state contract for a student in placement. NDDPI can create the out of state contract. However, prior to the contract being created, the notification of placement form must be in the system. The resident district is responsible for contacting NDDPI with the five pieces of required information listed below.

*(When creating the out of state notification, if the notifying agency does not find the educating district in the drop down list of approved educators, please send new educator requests to DPI Contracts Admin. See the training manual under Notifications, page 8, for further details.)*

Once the placement notification is in the system, the resident district is responsible for sending five pieces of required information for NDDPI to complete the contract.

The required information needed to complete an out of state contract:

- **Notification number**, from student contract system
- **Student 10-digit ID**, from STARS enrollment
- **To from dates**, if student has not yet exited program the anticipated dates of school year, or actual days if student has exited educational program
- **Number of days**, anticipated, or total amount of days from invoices if student has exited educational program
- **And cost per day**, in some cases, this will be projected. If the student has exited, it will need to be actual based on the average costs per day, or the actual daily rate

Please email required information to: DPI Contracts Admin The contract will be created based on actual charges, or anticipated costs for student. After approval, reimbursement will be handled as any other in-state contract. In some cases, if the number of days, or the amount of the tuition changes because the student has exited the program, an amendment must be completed to match the student's dates of service. **All contract totals must match the total tuition costs invoiced and paid** to the educator. Please contact DPI Contracts Admin with the required amending information to complete any amendments of approved contracts. Only approved contracts can be amended.

## 6 Reimbursements

### Reimbursement Request and Reports on Approved Contracts

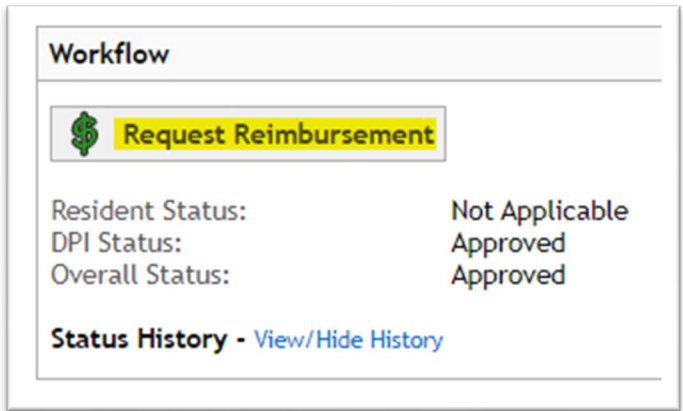
Contracts receiving **final approval** from DPI Administration, will display the reimbursement button at the bottom of the contract. If a contract is pending approval, or pending amendment, the button will not display.

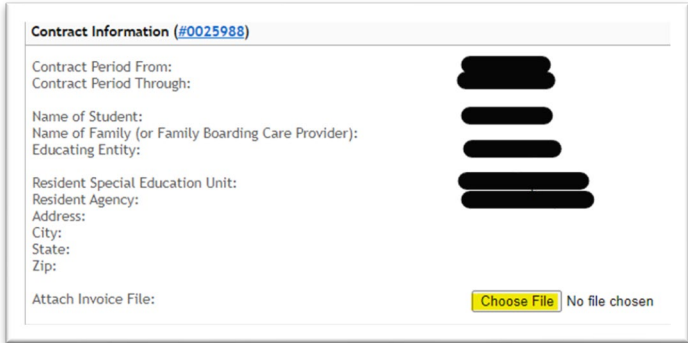
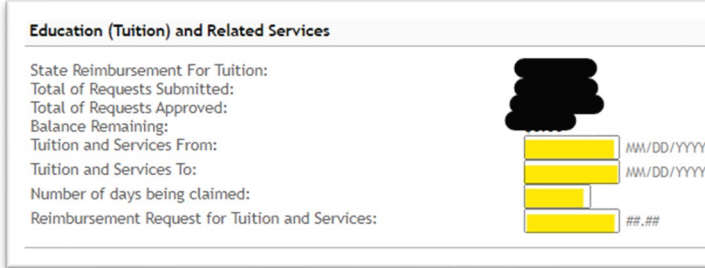
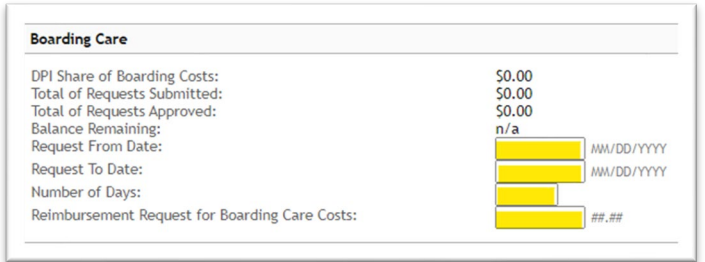
Reimbursement will be made to the resident Special Education Unit when the student's enrollment is marked special education but made to the educating district if the student is the responsibility of the State of North Dakota, or if the contract is general education.

Distribution of payments for student contracts is through the STARS system, and will generate at the same time a district, or unit, receives their Foundation Aid payment.

If a contract already has a reimbursement created that is pending, a validation will appear requesting the pending request to be completed or voided; before another reimbursement is created.

- ✓ **IMPORTANT:** If the contract's educator is a private facility, an out of state facility or school, an invoice, or invoices, **must be attached** to support the amount requested. Equally important to note, the tuition and related services total must equal the amount on the invoices attached or must equal the amount on the contract at the time of the final request. If the invoices charged to the resident district, and the amount calculated on a contract do not match, *the reimbursement request will be rejected.* Please contact DPI Administration for out of state contracts or contact the educating facility for contracts needing an amendment.

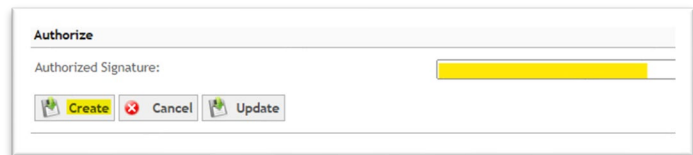
Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Search for the appropriate Contract	See section 5.4
<b>Step 3.</b> Select 'Create Amendment'	

Step	Graphic
<p><b>Step 4.</b> Attach any files to help support the reimbursement request</p> <p>To attach an invoice file to the reimbursement request, the invoice will need to be scanned and saved to your computer drive.</p> <p>Final requests should include all invoices for the duration of the contract. Invoices must total the days and amount on the contract, or the request will be rejected.</p> <p><u>In order to speed the approval process, if the invoice includes multiple students, please circle, or highlight, the student on the invoice. A number of our larger school have multiple pages each month, and makes the approval process more efficient.</u></p>	
<p><b>Step 5. Tuition and Related Service Cost.</b> Enter from and to dates, number of days claimed, and amount requested</p>	
<p><b>Step 6. Boarding Care Cost.</b> Enter from and to dates, number of days claimed, and amount requested</p> <p>You may not claim more days than established on a contract</p>	

**Step 7.** Enter name and select Create




This will save the request to be submitted later, or submitted immediately after the request has been created and completed

The Update button will allow changes to a request that has not yet been approved by DPI Administration. After changes have been made to request, click Update



Authorize

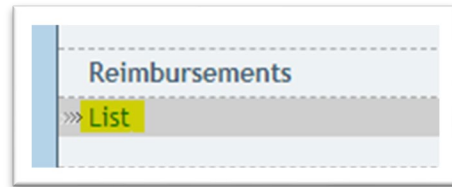
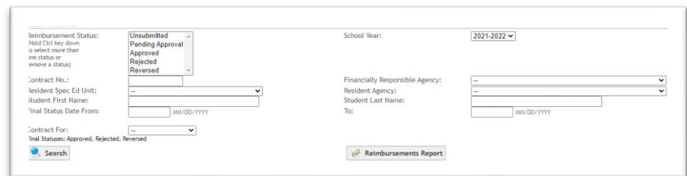
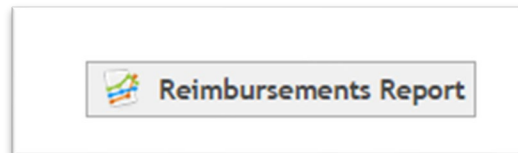
Authorized Signature:

 Create  Cancel  Update

## 7 Reports


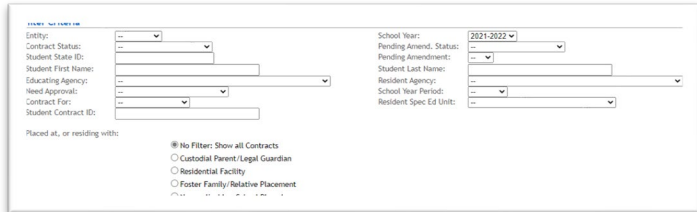
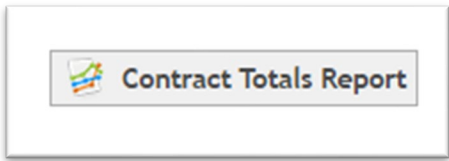
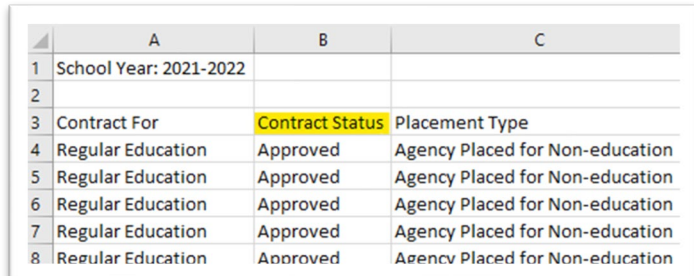
### 7.1 Reimbursement Reports

Reimbursement reports are a tool districts and units can utilize to create a report indicating which contracts were paid in the last Foundation Aid cycle, or school year, and the amount paid. A report can be run for payments during a specific length of time, more specifically to a student name, by a contract number, or by resident district. On the left-hand menu options, click on Reimbursements > List.

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select List (under the Reimbursement section on the left hand menu)	
<b>Step 3</b> Use the 'Filter Criteria' to narrow down the search  One of the best options for reporting reimbursements is running the report for the month (Final Status Date From: ex. 04-01-2018 To: 04-30-2018) to balance to the payment made to a school district, or to a special education unit for the Foundation Aid payment voucher.	
<b>Step 4.</b> After you have specified your query and clicked the Reimbursements Report, the option to open a report will appear.  This pop up box will change depending on your browser and your computer versions	

## 7.2 Contract List Reports


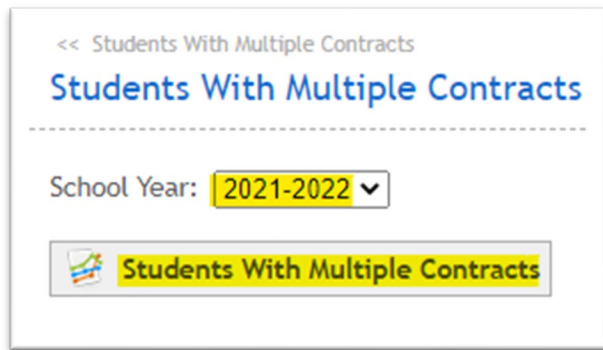
The student contract system has the capability to allow school districts, or units, to create reports to see a number of different statuses, or balances, on contracts. All contract lists available, (special, regular and all contracts) have a 'List' reports feature.

Step	Graphic																																				
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>																																				
<b>Step 2.</b> Select List (under either ‘General’, Special Ed, or ‘All Contracts’)																																					
<b>Step 3</b> Use the ‘Filter Criteria’ to narrow down the search																																					
<b>Step 4.</b> After you have specified your query and clicked the Reimbursements Report, the option to open a report will appear.  This pop-up box will change depending on your browser and your computer versions																																					
Pay special attention to contract type and what status contract is in. (approved, rejected, voided, pending...etc.)  Far Left Column	 <table><tr><th></th><th>A</th><th>B</th><th>C</th></tr><tr><td>1</td><td>School Year: 2021-2022</td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td></tr><tr><td>3</td><td>Contract For</td><td>Contract Status</td><td>Placement Type</td></tr><tr><td>4</td><td>Regular Education</td><td>Approved</td><td>Agency Placed for Non-education</td></tr><tr><td>5</td><td>Regular Education</td><td>Approved</td><td>Agency Placed for Non-education</td></tr><tr><td>6</td><td>Regular Education</td><td>Approved</td><td>Agency Placed for Non-education</td></tr><tr><td>7</td><td>Regular Education</td><td>Approved</td><td>Agency Placed for Non-education</td></tr><tr><td>8</td><td>Regular Education</td><td>Approved</td><td>Agency Placed for Non-education</td></tr></table>		A	B	C	1	School Year: 2021-2022			2				3	Contract For	Contract Status	Placement Type	4	Regular Education	Approved	Agency Placed for Non-education	5	Regular Education	Approved	Agency Placed for Non-education	6	Regular Education	Approved	Agency Placed for Non-education	7	Regular Education	Approved	Agency Placed for Non-education	8	Regular Education	Approved	Agency Placed for Non-education
	A	B	C																																		
1	School Year: 2021-2022																																				
2																																					
3	Contract For	Contract Status	Placement Type																																		
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7	Regular Education	Approved	Agency Placed for Non-education																																		
8	Regular Education	Approved	Agency Placed for Non-education																																		

Step	Graphic																																
Pay special attention to balance remaining., it is a reimbursement that needs to be filed for																																	
NDCC only allows us to pay for charges incurred during the current biennium																																	
Look at the Far Right Column	<table><tr><th>Y</th><th>Z</th><th>AA</th><th></th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Tuition + Services To</td><td>Tuition Balance</td><td>Balance Remaining</td><td></td></tr><tr><td>5/19/2022</td><td>\$17,465.81</td><td>\$17,465.81</td><td></td></tr><tr><td>5/19/2022</td><td>\$18,867.39</td><td>\$18,867.39</td><td></td></tr><tr><td>5/19/2022</td><td>\$16,495.49</td><td>\$16,495.49</td><td></td></tr><tr><td>5/19/2022</td><td>\$18,867.39</td><td>\$18,867.39</td><td></td></tr></table>	Y	Z	AA										Tuition + Services To	Tuition Balance	Balance Remaining		5/19/2022	\$17,465.81	\$17,465.81		5/19/2022	\$18,867.39	\$18,867.39		5/19/2022	\$16,495.49	\$16,495.49		5/19/2022	\$18,867.39	\$18,867.39	
Y	Z	AA																															
Tuition + Services To	Tuition Balance	Balance Remaining																															
5/19/2022	\$17,465.81	\$17,465.81																															
5/19/2022	\$18,867.39	\$18,867.39																															
5/19/2022	\$16,495.49	\$16,495.49																															
5/19/2022	\$18,867.39	\$18,867.39																															

### 7.3 Reports to Review

The student contract system has the capability to allow school districts or units to create reports to see a number of different statuses, or balances, on contracts.

Step	Graphic
<b>Step 1.</b> Go to the Student Contract web application	<a href="https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx">https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx</a>
<b>Step 2.</b> Select Students With Multiple Contracts (under either ‘All Contracts’)	 <p>The screenshot shows a sidebar menu with four options: 'Regular Ed Contracts', 'Special Ed Contracts', 'All Contracts', and 'Students With Multiple Contracts'. Each option has a 'List' link next to it. The 'Students With Multiple Contracts' option is highlighted in yellow.</p>
<b>Step 3</b> Select a School Year from the drop-down, then select ‘Students with Multiple Contracts’	 <p>The screenshot shows the 'Students With Multiple Contracts' report page. At the top, it says '&lt;&lt; Students With Multiple Contracts'. Below that is the title 'Students With Multiple Contracts'. Under the title is a 'School Year' dropdown menu set to '2021-2022'. At the bottom is a button labeled 'Students With Multiple Contracts'.</p>
<p>This report will enable you to view contracts for student who have multiple contracts for their school year.</p> <p>Review the contracts for accuracy and overlapping days of service.</p>	