



NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

Student Contract & Notification System

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Login Page

- a. The following link is used to enter the electronic student contract system:

<https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx>

This link also provides additional services to login users:

- b. [Not Sure!](#) – Use this link to determine if an email already exists within the State of ND database. This link is a prompt to enter an email address which determines if your email already exists with a user login.
- c. [Forgot Login](#) or [Forgot Password](#) – Use these links when all/a portion of your sign-in information has been forgotten. It will send a reminder of the missing information to the user's email.
- d. [Update your account](#) – This link will allow you to update your personal information. Maintaining current personal information associated with the login ID is the responsibility of the user.
- e. [Service Desk](#) – Use this link to contact the service desk for any questions or concerns regarding the login ID, or password. The help desk is the ND State agency which maintains the database for the login users. If specific help is needed regarding entry into the student contract system, or a request for changes with entities or users which are already entered into the contract system, please contact Kim Vega at dpifiscalman@nd.gov.
- f. [Register Now!](#) – New users will use this link to create a ND login.
- g. [ND Online Services](#) – This link will direct you to the ND State's webpage detailing other services which are available online.
- h. [FAQ](#) Read frequently asked questions and answers regarding the North Dakota login services.
- i. This help button is located in the top right corner of the login page. The help link is very useful and displays a number of links with access to training videos and resources for the student contract system.

Instruction Manual for Student Contracts

ND Education Login - Windows Internet Explorer

https://secure.apps.nd.gov/dpi/ndteach/Login.aspx

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota CENTRAL HUB

Wednesday, July 18, 2012

ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

ND Education Login

Print Help

North Dakota login

Already Registered [Not sure?](#)

North Dakota Login:

Password:

Log In

[Forgot Login](#)
[Forgot Password](#)
[Update your account](#)

For assistance with this North Dakota Login, contact the [Service Desk](#).

New to North Dakota Online Services?

[» Register Now!](#)

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

ND Department of Public Instruction, ND Education Standards and Practices Board

Entity Setup

Currently, all ND Public Schools are entered as approved educating entities in addition to a number of out of state public and private schools. A request must be submitted to DPI Administration to add additional out of state residential, or public schools, not listed in the educating provider drop down list. A DPI Special Education Administrator will review the entity for educational approval.

By clicking on the **Entity Users**, a user can view the entities which they are linked to, or have user access.

Create Entity, shown below, is a module which **only NDDPI Administration can access**, but users may view. Please contact Kim Vega at dpifiscalman@nd.gov for assistance with changes needed to an entity in the electronic contract system, or new educator requests. The purple box below indicates the information needed for DPI Administration to create a new entity. For educating entities not currently on list of approved educators, please send Kim, the required setup information for approval and entry.

The screenshot shows the 'Create Entity' form in the Student Contracts system. The form is titled 'Create Entity' and is located under the 'Entity Users' section. The form includes the following fields and options:

- Entity Name: [Text input field]
- Phone: [Text input field]
- Primary and special education email: [Text input field]
- Regular education email: [Text input field]
- Address: [Text input field]
- City: [Text input field]
- State: [Dropdown menu]
- Zip Code: [Text input field]
- Within State of ND? Is Education Provider? Is Residential Facility?

A purple box highlights the form fields, indicating the information needed for DPI Administration to create a new entity. A 'Save' button is located at the bottom of the form.

Instruction Manual for Student Contracts

Users

Users in the electronic contract system must create a login ID to work in the contract and notification system. The ID is created with ND State ITD agency and may be used for a number of ND State online processes, such as online motor vehicle renewal, or obtaining a ND hunting license. The link to create a login ID is located at:

<https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx>

And, click “Register Now”.

See the [Help](#) button for [Login Setup video training](#) for additional instructions for first time users and updated guidelines and instructions.

IMPORTANT: Entities with no administrative users require DPI to enter an administrative user before they can enter the system! Once an administrative user is entered, administrative users can add and delete other users. Please contact Kim Vega at dpifiscalman@nd.gov with login ID for first time user set-up. Do not include the personal password as this is not needed for set-up in the contract system.

Instruction Manual for Student Contracts

Note – Users can be added or deleted by users with administrative permission. See checked 'Admin' boxes under Users to determine the level of permission.

North Dakota nd.gov Official Portal for North Dakota State Government

ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

Student Contracts Kim Vega (profile) (logout)

Entity Name: Bismarck 1
Phone: 701-323-4629
Primary and special education email: viola.keller@bismarckschools.org
Regular education email: jeni_iverson@bismarckschools.org
Address: 808 N Washington St
City: Bismarck
State: ND
Zip Code: 58501-3623
Begin Year:
End Year:
 Within State of ND Is Education Provider Is Residential Facility?

Save

Users

The users below currently have either user and/or admin access to this entity. If the admin checkbox is not checked, the user is a staff member of the entity and does not have admin permissions.

| ID | Login ID | Last Name | First Name | Email | Admin |
|-------------------------------------|-----------------|-----------|------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | fran_rodensburg | Rodenburg | Frances | fran_rodensburg@bismarckschools.org | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | v.keller | Keller | Viola | viola_keller@bismarckschools.org | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | jeni_iverson | Iverson | Jeni | jeni_iverson@bismarckschools.org | <input checked="" type="checkbox"/> |

Save

Add User

User Name:

Use the red button to delete data

This information is view only. Call DPI Admin if changes are needed

A checked box indicates a user has administrator rights for the entity, ex. Approve, submit, or add and delete users.

Administrative users may add new users here

The green arrow button works like a 'next' or go button

Users are identified as an entry level user, or as an administrative user. An entry level user is allowed to create and save documents in the system. An administrative user is able to create, save, submit and approve documents in the system. In addition to these tasks, an administrative user has permission to add, or delete users under the entity's user list. Administrative user will have the box checked next to their email indicating they have more access, or rights, assigned to them.

IMPORTANT – the administrative check box can only be 'checked' or applied by DPI Administration. Please contact Kim Vega at dpifiscalsman@nd.gov to change a user's status to administrative.

Student Placed for Purposes Other than Education

These guidelines apply to students Placed for Purposes Other Than Education (NDCC 15.1-29-14) in an In State, or Out-of-State Public/Private School.

Agency placements

North Dakota Century Code 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:

- I. 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 child care home, or facility.
- II. Placement by a state, or county, social service agency in foster care or at a state-licensed child care home, or facility.
- III. Placement in a state-operated institution.
- IV. Voluntary placement by a parent, or legal guardian, in a state-licensed child care home, facility or program defined in sections NDCC 25-01.2-01 and 50-11-00.1.

School district notification

Agencies placing children are required to notify the interested parties of such placements to assure timely and orderly assumption of financial responsibility by the appropriate school districts. Notices must be sent upon initial placement, change in placement, or annually on Sept 15th while in custody.

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 page 8 for further details.

North Dakota Century Code 15.1-29-14.8 requirements:

The placement agency or entity funding the student's placement shall 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:

- I. Within five working days after a placement is made under court order;
- II. Within five working days after an emergency placement is made; or
- III. At least ten working days prior to any other placement.

In cases where the student's parent or legal guardian voluntarily places the student and the placement is privately funded, the administrator of facility, or program, determines the district of residence and completes the notification.

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.

Instruction Manual for Student Contracts (Revised)

CREATING A NEW NOTIFICATION OF PLACEMENT – The first step in the 3-part Student Contract System. (Notification, Contract, and Reimbursement Request)

Click 'Create' to create a new Notification of Placement (NOP) aka: School District Notification (SDN)

North Dakota nd.gov Official Portal for North Dakota State Government

ND Teach Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub

Student Contracts

Don Williams (profile) (sign out)

Notifications
» List
» **Create**

Regular Ed Contracts
» List

Special Ed Contracts
» List

All Contracts
» List

Reimbursements
» List

Administration
» Manage Staff
» Entity Users
» Statewide Configuration
» Services
» Service Costs
» Set Years Contracts Permitted

<< Create Notification of Placement
Create Notification of Placement

SCHOOL DISTRICT NOTIFICATION OF STUDENT PLACEMENT
North Dakota Department of Public Instruction
School Finance and Organization
SFN 18119 (rev. 08-05)

Notification #: ..
Status: ..
School Year: **2018-2019**

1a.

Part I. Notification

Agency Making Notification: --
Educating Provider: -- **1b.**
Financial Responsibility: --

Part II. Purpose of Notification

Purpose of Notification: **2a.** Initial/New placement
 Annual Sept. 15th residency notification
 Change in Educator

Placement Date: **2b.** MM/DD/YYYY

1. Part I. Notification:

- The contract system will default to the current school year, but the drop down feature will allow you to change to prior active school year.
- Fill out the next 3 boxes accordingly. (Note: See 4c. below. State Responsible will auto-populate if 2-5 are chosen.)

2. Part II. Purpose of Notification:

- Defaults to 'Initial/New placement, but select whichever of the 3 choices that apply
- Placement Date should be the first day the student was physically in the placement (ie. foster home, school, private facility)

Instruction Manual for Student Contracts (Revised)

Part III. Student Placement Information

Placed at, or residing with:

3a. Custodial Parent/Legal Guardian
 Residential Facility
 Foster Family/Relative Placement
 Nonapplicable - School Placed

Student State ID: 3b. Please enter the Student State ID and click the arrow button to the right of the text box.

Student First Name:
Student Last Name:
Student DOB:

Is this the correct student?
 Yes No 3c.

Residential Facility (if applicable) or name of licensed Foster Care:
Placement Address: 3d.

City:
State: -- ▾
Zip Code:
Placing Agency:
Custody Order Date: MM/DD/YYYY

3. Part III. Student Placement Information:

- a. Choose the applicable situation from the 4 choices
- b. Type in the State Student Identification (SSID) for that student. Clicking the green arrow searches and retrieves the student from the State Automated Reporting System (STARS) program. If you don't have the SSID for the student, contact the resident school district or the ND public school the student was previously attending and they'll be able to retrieve it from STARS. Clicking the green arrow will not find an SSID for you. If no SSID is found to match your student, you must contact the applicable school district to have the student added in STARS. This will be common for PK students and students coming from out of state.
- c. If the SSID retrieves the correct student, Click 'Yes' and the information auto-populates. If this is not the correct student, Click 'No' and you will have to verify the SSID and do another search.
- d. Fill out all the Placement details and Custody Order Date accordingly.

➤ [NDCC 54-01-26](#) Residence- Rules for determining:

- a. The North Dakota Century Code (NDCC) section 54-01-26 "Every person has in law a residence." In determining the place of residence, the following rules must be observed:
 - i. It is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he returns in seasons of repose.
 - ii. There can be only one residence.
 - iii. A residence cannot be lost until another is gained.
 - iv. The residence of the supporting parent during his or her life, and after the supporting parent's death, the residence of the other parent is the residence of the unmarried minor children.

Instruction Manual for Student Contracts (Revised)

- v. An individual's residence does not automatically change upon marriage, but changes in accordance with subsection vii. The residence of either party to a marriage is not presumptive evidence of the other party's residence.
 - vi. The residence of an unmarried minor who has a parent living cannot be changed by either his own act or that of his guardian.
 - vii. The residence can be changed only by the union of act and intent."
- b. Placements for purpose other than education under 15.1-29-14 (link below) establishes the school district of residence as the residence of the custodial parent at time of placement, not the residence of the student.

Part IV. Residency Determination - Payment of Tuition

Custodial Parent/Legal Guardian Name, for educational purposes: 4a.

Parent Address: 4b.

City:

State:

Zip Code:

4c.

- 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

If options 2-5 are selected, Financial Responsibility will default to State Responsible

If 'All reasonable efforts...' was selected, remarks are required in the 'Comment Box' that appears at the bottom of the screen.

Comments

No comments have been added.

<<< [Add Comment](#)

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

- a. This box should only be custodial parent, or legal guardian. Do not list the placing agency in this section. If there is no custodial parent/guardian, leave blank.
- b. Review residency determination rules located above this section. NDCC states that the placing agency is to make this determination. NDDPI can provide guidance but is not responsible for the determination. If there are questions or disputes about a residency determination, a school district should contact the placing agency directly.
- c. Choose the applicable selection for the situation.

Instruction Manual for Student Contracts (Revised)

- i. A determination regarding the student's school district of residence is valid until the September 15th following the determination (financial responsibility does not change during the current year)
- ii. On that date and each September 15th thereafter, the placing agency or the entity funding the student's placement shall determine the district in which the student's custodial parent, or legal guardian, resides and shall notify the district that it is deemed to be the student's district of residence

5. Submitting: Once NOP is complete and accurate, hit the 'Create Notification', review, correct and add comments if necessary. When complete, click 'Submit'.



6. Reviewing: Resident districts are responsible for reviewing their notifications and contacting the agency making notification should there be questions, or concerns. State Responsible NOP's are then reviewed by NDDPI administration. NDDPI may need to make inquiries to the responsible entities regarding NOP's in order to validate the notification.

7. Voiding: If an error in the NOP is discovered and requires a notification to be voided and re-created, but a contract has already been created, or a payment has been made on the contract, the contract, notification, and the payment will need to be voided, or reversed for the NOP to be voided. The steps need to be voided in reverse order to void a notification. EX., Void payment, (completed by NDDPI), void contract (completed by educator) and, void notification.

IMPORTANT: a voided notification has a copy button located at the bottom where a placing agency can copy, make corrections and resubmit for a new notification.



Notifications

Notifications for School (IEP) Placements

These guidelines apply to students who are attending within district, out of district/within special education unit or out of district/out of special education unit and the decision to educate with the educator was a school decision.

Before contracting with a within unit, out-of-district public school, the administrator of the school district of residence must notify the Unit Director of Special Education by letter, or telephone of intent to enroll the student within the unit. After approval from NDDPI, an electronic notification must be submitted in the notification and student contract electronic system. The electronic system automatically sends an email notification to all parties including the educator, resident district and entity making the placement decision.

Instruction Manual for Student Contracts (Revised)

By completing and submitting the electronic form, the school district of residence is indicating its wish to enroll a student and accepting responsibility for payment of 4 times the average cost of elementary, or secondary education for the state (whichever is appropriate to the student).

The administrator of the educating school district will create and submit an electronic contract with current special educate costs in the electronic student contract system. Upon approval by all parties with electronic signatures, a student contract is a binding form of agreement.

A contract must be submitted for any student placed using this contract if the expected special education costs exceed 4 times in the regular school year or may exceed 4 times average tuition costs with the anticipation of an extended school year contract.

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. To request payment at the end of the year, complete and submit the electronic reimbursement request with instructions from the Reimbursement Module located in the manual. Payment for school placed contracts will be made through STARS and **only** at the conclusion of the school year.

All Instructions for completing the notification for a School Placed Notification remain the same as a notification for Purposes other than Education, except for Part IV on the NOP. See page 2 for instructions for creating a notification, Parts I through III.

<< Create Notification of Placement
[Create Notification of Placement](#)

SCHOOL DISTRICT NOTIFICATION OF STUDENT PLACEMENT
North Dakota Department of Public Instruction
School Finance and Organization
SFN 18119 (rev. 08-05)

Notification #:
Status: ..
School Year: 2018-2019

Part I. Notification

Agency Making Notification: --

Educating Provider: --

Financial Responsibility: --

Part II. Purpose of Notification

Purpose of Notification: Initial/New placement
 Annual Sept. 15th residency notification
 Change in Educator

Placement Date: MM/DD/YYYY

Part III. Student Placement Information

Placed at, or residing with: Custodial Parent/Legal Guardian
 Residential Facility
 Foster Family/Relative Placement
 Nonapplicable - School Placed

Student State ID: Please enter the Student State ID and click the arrow button to the right of the text box.

Student First Name:

Student Last Name:

Student DOB:

Is this the correct student?
 Yes No

Residential Facility (if applicable) or name of licensed Foster Care:

Placement Address:

City:

State: --

Zip Code:

Placing Agency:

Custody Order Date: MM/DD/YYYY

Instruction Manual for Student Contracts (Revised)

Part IV. Residency Determination - Payment of Tuition

Custodial Parent/Legal Guardian Name, for educational purposes:

Parent Address:

City:

State: --

Zip Code:

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



Part IV of a School Placed Notification -

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 is eliminating the public school from creating notification for contracts created for 'purposes other than education'.

Exit Status - Notification

IMPORTANT: Part I – Regarding NOPs for Agency Placements - 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. By entering an exit date the resident district can track the student's current educating provider.

| | | |
|---|--|---|
| SCHOOL DISTRICT NOTIFICATION OF STUDENT PLACEMENT North Dakota Department of Public Instruction School Finance and Organization SFN 18119 (rev. 08-05) | | Notification #: Status: Submitted By: School Year: |
| Part I. Purpose of Notification | | |
| Purpose of Notification: | Annual Sept. 15th residency notification | |
| Placement Date: | 5/13/2016 | |
| Exit Status: | <input type="radio"/> Educating Provider <input type="radio"/> Discharge of Placement | |

Once the user selects a reason for exiting the educator, the system will prompt you to enter an exit date. Save notification.

Service Costs

The **Service Costs** tab located under **Administration** 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. On the student's individual contract, the cost of the service must match the services received by the student with respect to the IEP.

To create the service costs for a school district -

Click **Service Costs** in the left-hand menu under **Administration**.

Click on **Service Costs** located in the top menu selections.

Choose the correct **School Year** from the drop-down box.

Select the correct **Agency** from the drop-down list.

(Users may be assigned the responsibility of more than one agency/entity in which case the drop down will display other entities. If an agency/entity appears which the user does not have an association, please call DPI Admin at 701-328-2283 or 701-328-2175 for login user correction, or changes.

Agency Costs - Windows Internet Explorer

https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Configuration/Costs/Costs.aspx

North Dakota nd.gov Official Portal for North Dakota State Government

ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

Tuesday, October 09, 2012

Student Contracts

Load Conway (profile) (sign out)

Service Costs

Service Costs | Transportation Costs | Admin Costs | Boarding Care Costs

Enter the fiscal year and select the agency to view the service costs.

School Year: 2010-2011 Agency: Bismarck 1

Bismarck 1 - Service Costs

The billable cost per hour of service is calculated from the total expenditures for salaries and benefits, total number of teacher FTEs in the service area and hours of service per year. Billable costs are set up for each district and service area.

| Code | Service Area | Cost per Hour | Cost per Day |
|------|-------------------|---------------|--------------|
| 01 | Autism | \$45.24 | \$0.00 |
| 12 | Visually Impaired | \$50.93 | \$0.00 |
| 05 | Hearing Impaired | \$69.44 | \$0.00 |

Add Service Cost

Codes in blue may be edited by the user. Shaded out codes are not editable by the user. Please call DPI Admn if changes are needed.

To create the service costs for a school district (con't) -

The screenshot shows a web browser window titled "Agency Costs - Windows Internet Explorer". The address bar shows the URL: <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Configuration/Costs/Costs.aspx>. The page header includes "North Dakota nd.gov Official Portal for North Dakota State Government" and "ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub". The date is "Tuesday, October 09, 2012".

The main content area is titled "Service Costs" and includes a navigation menu with links for "Service Costs", "Transportation Costs", "Admin Costs", and "Boarding Care Costs". Below the navigation, there is a form to "Enter the fiscal year and select the agency to view the service costs." The "School Year" is set to "2010-2011" and the "Agency" is "Bismarck 1".

The "Bismarck 1 - Service Costs" section contains a table with the following data:

| Code | Service Area | Cost per Hour | Cost per Day |
|------|-------------------|---------------|--------------|
| 01 | Autism | \$45.24 | \$0.00 |
| 12 | Visually Impaired | \$50.93 | \$0.00 |
| 05 | Hearing Impaired | \$69.44 | \$0.00 |

Below the table is a red-bordered button labeled "Add Service Cost". Underneath is the "New Billable Cost per Service" form, which includes a "Service:" dropdown menu, a "Rate Type:" dropdown menu (set to "Hourly"), and input fields for "Hours of Service per Year:", "Total Expenditures:" (with a "###.##" format hint), and "Total Number of Teacher FTEs (in service area):". A "Save Service Cost" button is located at the bottom of the form.

Click **Add Service Cost**.

Click on the arrow under **Service** for the drop-down list of the available services.

Click **Hourly** or **Daily** under **Rate Type** depending on the billing method.

The minimum **Hours of Service per Year** needed to complete the service rate is 1080. This calculates to 30 hours per week for a 36 week school year. Hours may be higher depending on the work week for service rate's staff.

Enter the **Total Expenditures** for this service area.

The **Total Expenditures** includes salaries and benefits of teachers, coordinators, paraprofessionals, and other personnel in this service area excluding salaries and benefits of paraprofessionals serving individual students or in cases where paraprofessional time for a group of students will be billed. A teacher is used as the unit of service; other personnel are considered as

Instruction Manual for Student Contracts

supportive.

Enter the **Total Number of Teacher FTEs** in this service area.

The teacher FTEs in the formula are the unit of service and considered billable minutes. Therefore, the teachers identified in the FTE formula are the units of service and considered billable minutes. Other supportive personnel are not allowed as billable minutes.

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

Total Expenditures \$150,000

Hours of Service per Year 1080

Total number of FTEs 1.50

Formula calculation:

\$150,000 total expenditures divided by 1080 hours
of service = \$138.88

\$138.88 divided by total number of FTEs 1.50 = \$92.58

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 1080 hours times \$75.00 = \$81,000.00.

Formula Calculation:

\$81,000.00 total expenditures divided by 1080 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 using the service cost. If an error was made when creating the service and editing is required after a contract has already been completed, please call NDDPI Admn to unlock the rate, which allows the user to re-create the rate, and add again. By adding again the incorrect rate will be written over or amended. Service Rate codes which are shaded blue in color may be edited by user. Service Rate Codes which are gray in color will require NDDPI Admn to unlock if editing is needed.

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.

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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. Below you will see the validation error you will receive if you attempt to create these codes from the [Service Costs](#) tab.

The screenshot shows a web browser window titled "Agency Costs - Windows Internet Explorer" with the URL <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Configuration/Costs/Costs.aspx>. The page is part of the "North Dakota Teach" portal, dated Tuesday, October 09, 2012. The user is logged in as "Load Conway". The main content area is titled "Service Costs" and includes a navigation menu with "Service Costs", "Transportation Costs", "Admin Costs", and "Boarding Care Costs". Below the navigation, there is a form to "Enter the fiscal year and select the agency to view the service costs." with "School Year" set to "2012-2013" and "Agency" set to "Bismarck 1". The page title is "Bismarck 1 - Service Costs". A descriptive paragraph explains that the billable cost per hour is calculated from total expenditures for salaries and benefits, total number of teacher FTEs, and hours of service per year. Below this, a message states "No service costs found." and there is an "Add Service Cost" link. A section titled "New Billable Cost per Service" has a dropdown menu for "Service" set to "27 - Paraprofessional". A red box highlights the following text: "This service is available when creating a contract and is unique to the student's individual costs." The footer of the page reads "ND Department of Public Instruction, ND Education Standards and Practices Board".

Instruction Manual for Student Contracts

Below is an example of the service rate as it appears in the create contract section of the electronic student contract system. This topic is discussed in greater detail in the **Contract Creation** section of the training manual.

The screenshot shows the 'Contract' creation interface in the North Dakota Teach system. The page is titled 'Contract' and displays various cost categories, all of which are currently set to \$0.00. A red box highlights the '27 - Paraprofessional' dropdown menu and the associated input fields for 'Hourly Unit Cost', 'Units/wk', 'Weeks/yr', and 'Group size'. Below these fields is a 'Save' button. The page also includes a 'Save & Calculate' button and a section for 'CALCULATION OF DISTRICT OF RESIDENCE COST AND STATE LIABILITY'.

| Category | Total |
|--|--------|
| Transportation Costs | \$0.00 |
| Boarding Care Costs | \$0.00 |
| Student Services and Cost Calculations | \$0.00 |
| Special Ed Administrative Costs | \$0.00 |
| Contract Reimbursement | \$0.00 |

| CALCULATION OF DISTRICT OF RESIDENCE COST AND STATE LIABILITY | |
|--|---------------|
| Tuition | |
| Student Service Costs (\$0.00 minus 3rd party pymts of \$0.00) | \$0.00 |
| Cost of Special Ed Admin | \$0.00 |
| Cost of Transportation | \$0.00 |
| Regular Ed Costs for Students with Disabilities | \$0.00 |
| Total Per Student Costs for Tuition | \$0.00 |

Instruction Manual for Student Contracts

Service costs can be ‘unlocked’ by NDDPI administration in the unlikely event a rate has changed, or if the rate was incorrectly added. Please email kvega@nd.gov or call Kim at 701-328-2175 for this request.

North Dakota nd.gov Official Portal for North Dakota State Government
ND Teach Education First, Education That Lasts
 Teachers, Educators, and Administrators Central Hub

Student Contracts
 Kim Vega (profile) (sign out)

Notifications
 List Create

Regular Ed Contracts
 List

Special Ed Contracts
 List

All Contracts
 List

Reimbursements
 List

Administration
 Manage Staff
 Entity Users
 Statewide Configuration
 Services
 Service Costs
 Set Years Contracts Permitted

Service Costs

Service Costs | Transportation Costs | Admin Costs | Boarding Care Costs

Enter the fiscal year and select the agency to view the service costs.
 School Year: 2017-2018 Agency: Bismarck 1

Bismarck 1 - Service Costs

The billable cost per hour of service is calculated from the total expenditures for salaries and benefits, total number of teacher FTEs in the service area and hours of service per year. Billable costs are set up for each district and service area.

| Code | Service Area | Cost per Hour | Cost per Day | Unlock |
|------|------------------------------|---------------|--------------|--------|
| 12 | Visually Impaired | \$91.82 | \$0.00 | Unlock |
| 14 | Adaptive Physical Education | \$78.75 | \$0.00 | Unlock |
| 15 | Assistive Technology | \$71.62 | \$0.00 | Unlock |
| 18 | Occupational Therapy | \$94.36 | \$0.00 | Unlock |
| 24 | Social Work | \$77.28 | \$0.00 | Unlock |
| 03 | Speech Language | \$88.95 | \$0.00 | Unlock |
| 04 | Intellectual Disability | \$108.80 | \$0.00 | Unlock |
| 05 | Hearing Impaired | \$104.60 | \$0.00 | Unlock |
| 08 | Emotionally Disturbed | \$108.96 | \$0.00 | Unlock |
| 09 | Specific Learning Disability | \$96.98 | \$0.00 | Unlock |

Add Service Cost

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 regular 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, regular 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 |

Instruction Manual for Student Contracts

| | | | | |
|---------------------|--|-------|-------------------|--------|
| 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 |
| 105 | HOTR Special Education Rate | TRUE | Special Education | Active |
| 106 | HOTR Day Treatment Rate | TRUE | All | Active |
| 32 | Music Therapy | TRUE | Special Education | Active |
| 201 | Autism - ESY | TRUE | Special Education | Active |
| 202 | Deaf-Blind - ESY | TRUE | Special Education | Active |

Instruction Manual for Student Contracts

| | | | | |
|---------------------|---|------|-------------------|--------|
| 203 | Speech Language - ESY | TRUE | Special Education | Active |
| 204 | Educable Intellectual Disability- ESY | TRUE | Special Education | Active |
| 205 | Hearing Impaired - ESY | TRUE | Special Education | Active |
| 206 | Other Health Impaired - ESY | TRUE | Special Education | Active |
| 207 | Orthopedically Impaired - ESY | TRUE | Special Education | Active |
| 208 | Emotionally Disturbed - ESY | TRUE | Special Education | Active |
| 209 | Specific Learning Disability - ESY | TRUE | Special Education | Active |
| 210 | Trainable Intellectual Disability - ESY | TRUE | Special Education | Active |
| 211 | Traumatic Brain Injury - ESY | TRUE | Special Education | Active |
| 212 | Visually Impaired - ESY | TRUE | Special Education | Active |
| 213 | Early Childhood Education - ESY | TRUE | Special Education | Active |
| 214 | Adaptive Physical Education - ESY | TRUE | Special Education | Active |
| 215 | Assistive Technology - ESY | TRUE | Special Education | Active |
| 216 | Audiology - ESY | TRUE | Special Education | Active |
| 217 | Counseling Services - ESY | TRUE | Special Education | Active |
| 218 | Occupational Therapy - ESY | TRUE | Special Education | Active |
| 219 | Parent Counseling and Training - ESY | TRUE | Special Education | Active |
| 220 | Physical Therapy - ESY | TRUE | Special Education | Active |
| 221 | Recreation Services - ESY | TRUE | Special Education | Active |
| 222 | School Health Services - ESY | TRUE | Special Education | Active |
| 223 | School Psychology - ESY | TRUE | Special Education | Active |
| 224 | Social Work - ESY | TRUE | Special Education | Active |
| 225 | Work Study - ESY | TRUE | Special Education | Active |
| 226 | Orientation & Mobility - ESY | TRUE | Special Education | Active |
| 231 | Non-Categorical Delay - ESY | TRUE | Special | Active |

Instruction Manual for Student Contracts

| | | | Education | |
|---------------------|---------------------------------------|-------|-------------------|--------|
| 232 | Music Therapy - ESY | TRUE | Special Education | Active |
| 111 | ESY Daily Rate | TRUE | Special Education | Active |
| 110 | Daily Rate 2 - Special Education rate | TRUE | Special Education | Active |
| 500 | Daily Rate - Regular Education | TRUE | Regular Education | Active |
| 504 | Daily Rate 2 - regular education | TRUE | Regular Education | Active |
| 510 | Daily Rate 3 - regular education | TRUE | Regular Education | Active |
| 509 | Daily Rate 2 - Regular Education | TRUE | Regular Education | Active |
| 511 | Tutoring | FALSE | Special Education | Active |
| 67 | Music Therapy | TRUE | Special Education | Active |
| 120 | Daily rate 3 - special education | TRUE | Special Education | Active |

General Education Tuition Costs

The Regular 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 regular education is based on the calculation of factors to determine average costs for the educating entity. See below for the formula. NDDPI's School Finance Director 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: | 8/24/2017 | Service End Date: | 5/24/2018 |
| Number of Days: | 175 | | |
| Regular Education Costs Total: \$1,891.86 | | | |
| Average Cost Per Pupil | \$10,124.64 | | |
| State Average Capital Outlay | \$1,109.47 | | |
| State Average Cost for Extracurricular Activities | \$379.42 | | |
| Total Average Cost Per Pupil | | \$11,613.53 | } ← Formula |
| State Foundation Per Pupil | \$9,646.00 | | |
| School District Size Factor | 1.000 | | |
| District Foundation Per Pupil | | (\$9,646.00) | |
| Unadjusted Tuition Charge Per Pupil | | \$1,967.53 | |
| 150% of State Average Cost of Education | \$17,662.88 | | |
| Tuition Charge Per Pupil | | \$1,967.53 | |
| Special Education Costs | | \$0.00 | |
| Total Average Cost Per Pupil (excluding special education) | | \$1,967.53 | |
| Total Regular Education Costs for Contract (175 / 182 days) | | \$1,891.86 | |
| Add amendments | | | |

Instruction Manual for Student Contracts

Statewide Configuration

The following factors are defined by the School Finance Director before the new school year's contracts can be created. The majority 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 an public educator's regular 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.

Statewide Configuration: 2018-2019

School Year: 

DPI Costs

| | | |
|---|--------------------------------------|---------------|
| State Foundation Aid per Student: | <input type="text" value="9646.00"/> | |
| State Average Capital Outlay: | <input type="text" value="1194.89"/> | |
| State Average Extracurricular Cost Per Student: | <input type="text" value="395.01"/> | |
| 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="182"/> | |
| Number of School Days per Extended Year | <input type="text" value="78"/> | |

 **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.

| | Regular | |
|--------------------------|---------------------------------------|-----|
| Kindergarten | <input type="text" value="10017.04"/> | ### |
| Grades 1-6 | <input type="text" value="12043.14"/> | ### |
| Grades 7-8 | <input type="text" value="11799.20"/> | ### |
| Grades 1-8 Agency Placed | <input type="text" value="11985.47"/> | ### |
| Grades 9-12 | <input type="text" value="13386.16"/> | ### |

 **Save Average Cost per Student**

Administrative Costs

To calculate the administrative costs of the **Admin Costs** section 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 'Regular 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.

Click on **Service Costs** in left-hand menu options.

Click on **Admin Costs** from options located at the top under Service Costs.

Enter the **Total Admin Cost for Calculation** for the Special Education Unit with factors mentioned above.

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.

After the total amount of **Total Admin Cost for Calculation** have been entered, click the calculate button. 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 Administration with request to enter the duplicated number for your unit and the amount will be recalculated.

The screenshot shows the 'ND Teach' web application interface. The top navigation bar includes 'North Dakota nd.gov Official Portal for North Dakota State Government' and 'Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub'. The user is logged in as 'Test Cloud1'. The left-hand menu is expanded to 'Services', with 'Service Costs' highlighted. The main content area is titled 'Service Costs' and has sub-tabs for 'Service Costs', 'Transportation Costs', 'Admin Costs', and 'Boarding Care Costs'. The 'Admin Costs' tab is active. Below the tabs, there are dropdown menus for 'School Year' (set to 2012-2013) and 'Agency' (set to Burleigh Co Special Ed Unit). A green arrow points to a 'Calculate' button with the text 'This button serves as a next button'. Below this, the page title is 'Burleigh Co Special Ed Unit - Admin Costs'. The text explains that the average cost is calculated using total costs and duplicated counts, and that a \$0.00 result indicates a missing duplicated count. A form field for 'Total Admin Cost For Calculation' is highlighted in yellow and contains '###'. A 'Calculate' button is located below the form field. The footer of the page includes 'ND Department of Public Instruction, ND Education Standards and Practices Board' and a 'Trusted sites' indicator.

Transportation

Transportation by Routes

Click **Service Costs** in the left-hand margin under Administration.

Click **Transportation Costs** located in the top menu selections.

Choose correct **School Year** from drop down list.

Select the **District** from drop down list.

Click on the **green arrow button**.

The screenshot shows a web browser window titled "Agency Costs - Windows Internet Explorer" with the URL <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Configuration/Costs/Costs.aspx>. The page header includes "North Dakota nd.gov Official Portal for North Dakota State Government" and "ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub" with the date "Friday, October 19, 2012".

The left-hand navigation menu is expanded to "Administration" and "Service Costs" is highlighted with a red box. The main content area is titled "Service Costs" and includes a breadcrumb trail: "Service Costs | **Transportation Costs** | Admin Costs | Boarding Care Costs". Below this, there is a form to "Enter the fiscal year and select the agency to view the transportation costs." with "School Year" set to "2009-2010" and "District" set to "Bismarck 1". A green arrow button is next to the district dropdown.

The section "Bismarck 1 - Transportation Costs" contains the text: "The group transportation cost for each route is calculated through the transportation cost per pupil. Click on the route number to calculate the transportation cost per pupil for the selected route." Below this is a table:

| Route Number | Cost per Pupil |
|--------------|----------------|
| 1 | \$210.00 |
| 12 | \$2,340.00 |

At the bottom of the table is a link: "Add Route". The footer of the page reads "ND Department of Public Instruction, ND Education Standards and Practices Board".

Transportation

Instruction Manual for Student Contracts

To add a transportation Route:

Click on [Add Route](#).

Enter the **Route Number** or an identification number for the route.

Enter in the **Est. Vehicle Miles/Week**.

The **Number of weeks** is defaulted to 36 and cannot be edited.

Enter the **Rate/Mile** or the cost per mile for the route.

Enter the **Est. Foundation Aid Payment** or the amount of foundation aid received per mile.

Enter the **Total Number of Student** riding the bus.

Click **Save Route** button.

Important: The route is based on the entire school year. The student contract will prorate the cost for an individual student based on the number of days in their contract. After selecting this route on a contract the prorated amount will calculate.

Agency Costs - Windows Internet Explorer

https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Configuration/Costs/Costs.aspx

North Dakota nd.gov Official Portal for North Dakota State Government

Friday, October 19, 2012

ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

Student Contracts

Load Conway (profile) (sign out)

Service Costs

Service Costs | Transportation Costs | Admin Costs | Boarding Care Costs

Enter the fiscal year and select the agency to view the transportation costs.

School Year: 2010-2011 District: Bismarck 1

Bismarck 1 - Transportation Costs

The group transportation cost for each route is calculated through the transportation cost per pupil. Click on the route number to calculate the transportation cost per pupil for the selected route.

| Route Number | Cost per Pupil |
|--------------|----------------|
| 1 | \$1,230.00 |
| 25 | \$23,680.00 |
| 35 | \$83.70 |

» Add Route

New Transportation Route

Route Number:

Est. Vehicle Miles/Week:

Number of weeks:

Rate/Mile: ###

Est. Foundation Aid Payment: ### (amount of foundation aid received per mile)

Total Number of Students:

Save Route

ND Department of Public Instruction, ND Education Standards and Practices Board

Transportation

Transportation by Individual

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.

The screenshot displays the 'Contract' creation page in a web browser. The page title is 'Contract - Windows Internet Explorer'. The URL is <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Contracts/ContractAndParts/Contract.aspx?id=279>. The page header includes the North Dakota logo and 'Education First, Education That Lasts'. The main content area is titled 'Contract' and contains the following sections:

- Individual** (highlighted with a red box):
 - Est. Vehicle Miles/Week:
 - Number of Weeks:
 - Rate/Mile: ##.##
 - Est. Foundation Aid Payment: ##.##
 -
- Total Transportation Costs: \$0.00
- Boarding Care Costs Total: \$0.00**
- Student Services and Cost Calculations Total: \$0.00**
 - No service costs found
 -
 - Has third party payments? Yes No
 -
 - Total Service Costs: \$0.00
 - Total Third Party Payments: \$0.00
- Regular Education Costs Total: \$0.00**
- Special Ed Administrative Costs Total: \$0.00**
- Contract Reimbursement Total: \$0.00**
- CALCULATION OF DISTRICT OF RESIDENCE COST AND STATE LIABILITY

At the bottom of the page, there is a footer: *ND Department of Public Instruction, ND Education Standards and Practices Board*

Boarding Care

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.

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.

Boarding Care is a service rate created by private residential facilities. **To enter a boarding care rate for a private facility:**

Click on [Service Cost](#) located on the left menu bar.

Click on [Boarding Care Costs](#) from the top menu.

Choose the correct **School Year** and **Agency** from the drop-down list.

Click on [Add Boarding Care Cost](#). **Fill in a brief description of the boarding care costs and enter in the daily rate amount.**

Click on the **Save** button to enter the boarding care rates.

Instruction Manual for Student Contracts

North Dakota nd.gov Official Portal for North Dakota State Government
Friday, August 31, 2012

ND Teach Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub

DPI Admin | **Student Contracts**

Test Cloud1 (profile) (sign out) << Service Costs Print Help

Student Contracts

- List Notifications
- Create Notification
- List Contracts
- List Reimbursements

Administration

- Manage Staff
- Entity Users
- Statewide Configuration
- Services**
- Service Costs
- Set Years Contracts Permitted

Service Costs | Transportation Costs | Admin Costs | **Boarding Care Costs**

Enter the fiscal year and select the agency to view the boarding care costs.
School Year: 2012-2013 Agency: Dakota Boys & Girls Ranch - Bismarck

Dakota Boys & Girls Ranch - Bismarck - Boarding Care Costs

No boarding care costs found.

>>> Add Boarding Care Cost

Add Boarding Care Cost

Description: [Redacted]
Daily Rate: [Redacted] ###.###

Save

ND Department of Public Instruction, ND Education Standards and Practices Board

Trusted sites 100%

Agency Placed Contracts

Agency Placed Contract indicators

When a notification is created it does not clearly show the type of placement, but the type of placement is indicated by reviewing section IV of a notification.

Part III. Residency Determination - Payment of Tuition

Custodial Parent/Legal Guardian Name, for educational purposes:

Parent Address:

City:

State: -- ▾

Zip Code:

- 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

These options will generate an agency placed contract.

This option will generate a school placed contract.

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

Student Contract #0015946 Approved

| | |
|---|---|
| Student Contract Calculation North Dakota Department of Public Instruction Special Education Division | School Year: 2017-2018 School Year Period: Regular Contract For: Regular Education Contract Type: Within State Public Placement Type: Agency Placed for Non-education |
|---|---|

See Placement type

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 agency making placement, and the district which has the student enrolled.

School Placed Contracts

School Placed Contract indicators

When a notification is created it does not clearly show the type of placement, but the type of placement is indicated by reviewing section IV of a notification.

Part III. Residency Determination - Payment of Tuition

Custodial Parent/Legal Guardian Name, for educational purposes:

Parent Address:

City:

State:

Zip Code:

- 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

This option will generate a school placed contract.

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

Student Contract #0016998 Voided

Student Contract Calculation
North Dakota Department of Public Instruction
Special Education Division

School Year: 2017-2018
School Year Period: Regular
Contract For: Special Education
Contract Type: Within State, Out of Unit
Placement Type: School Placed for Education, In-state Public

See Placement type

The information provided on the top right-hand corner 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 agency making placement, and the district which has the student enrolled.

Instructions for Student Contract Manual

To create a student contract, the educator must first find the correct notification which corresponds to the student and their school. To find the correct notification:

- Click on **List Notification** from the menu on the left.
- Utilize the **Filter Criteria** fields to find the correct student, year and educator. Entering information specific to the student will narrow the search options returned. Entering less information will produce a large list of options and may take longer to filter.
- Click on **Search** after filter criteria has been entered.

The screenshot shows the 'Notifications of Placement' page in a Windows Internet Explorer browser. The browser's address bar displays the URL: <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Placements/Notifications.aspx>. The page header includes the North Dakota logo and the text 'Education First, Education That Lasts'. The left navigation menu has 'List Notifications' selected. The main content area is titled 'Notifications of Placement' and contains a 'Filter Criteria' section. This section includes dropdown menus for 'Notification Agency', 'Educating Agency', and 'Financially Responsible Agency', a 'Status' dropdown menu set to 'Active (Unsubmitted or Submitted)', and text input fields for 'School Year', 'Student First Name', 'Student Last Name', 'Student State ID', and 'Notification ID'. A 'Search' button is positioned below these fields. A red box highlights the filter criteria section, and a red arrow points to a text box that says 'Filtering or Search options'.

Instructions for Student Contract Manual

After you have determined which notification is needed for the intended contract, click on the link to open. This link is under the column labeled **Notification No.** and will appear in [blue](#) with a line below the number.

The screenshot shows the 'Notifications of Placement' page in a Windows Internet Explorer browser. The page title is 'Notifications of Placement - Windows Internet Explorer'. The URL is <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Placements/Notifications.aspx>. The page is part of the North Dakota 'ND Teach' portal, dated Tuesday, March 19, 2013.

The main content area is titled 'Notifications of Placement' and includes a 'Filter Criteria' section with dropdown menus for Notification Agency, Educating Agency, Financially Responsible Agency, Status, and School Year, along with text input fields for Student First Name, Student Last Name, Student State ID, and Notification ID. A 'Search' button is located below the filters.

Below the filters is a table of notifications. The table has the following columns: Notification No., Student, Student ID, Status, School Year, Notification, Educating Provider, Financial Responsibility, and Date Submitted. The 'Notification No.' column contains blue links with underlines. The 'Student', 'Student ID', and 'Status' columns are shaded grey, indicating that this information is redacted for privacy purposes.

| Notification No. | Student | Student ID | Status | School Year | Notification | Educating Provider | Financial Responsibility | Date Submitted |
|-------------------------|---------|------------|--------|-------------|-----------------------------------|-----------------------------------|--------------------------|-----------------------|
| 0000721 | | | | 2010-2011 | Burleigh CSS | Mandan 1 | Bismarck 1 | 12/10/2010 1:44:41 PM |
| 0000814 | | | | 2010-2011 | Dakota Boys & Girls Ranch - Minot | Dakota Boys & Girls Ranch - Minot | Bismarck 1 | 1/18/2012 4:54:16 PM |
| 0000726 | | | | 2010-2011 | Burleigh Co Special Ed Unit | Bismarck 1 | Mandan 1 | 12/16/2010 8:49:29 AM |
| 0000759 | | | | 2010-2011 | Bismarck 1 | Bismarck 1 | Bismarck 1 | 4/29/2011 3:41:31 PM |
| 0000757 | | | | 2010-2011 | Manchester House | Manchester House | Bismarck 1 | 4/6/2011 12:55:55 PM |
| 0000755 | | | | 2010- | Bismarck 1 | Bismarck 1 | Bismarck 1 | 4/6/2011 |

This information is shaded for privacy purposes. Your query will produce student names and ID numbers.

Instructions for Student Contract Manual

After you have opened the notification, scroll down to the bottom, and select **Create Contracts**.

North Dakota **ND Teach** Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub

Student Contracts

Test Cloud1 (profile) (sign out)

Student Contracts

- List Notifications
- Create Notification
- List Contracts
- List Reimbursements

Administration

- Manage Staff
- Entity Users
- Statewide Configuration
- Services
- Service Costs
- Set Years Contracts Permitted

Notification of Placement

Custody Order Date: 8/1/2009

Part III. Residency Determination - Payment of Tuition

Parent/Legal Guardian Name: Parent
Parent Address: Address
City: Bismarck
State: ND
Zip Code: 58501

School placement

Part IV. Notification

Agency Making Notification: Burreigh Co Special Ed Unit
701-258-6299 - INVALID.
Educating Provider: Bismarck 1
701-323-4000 - kvega@nd.gov
Financial Responsibility: Mandan 1
701-663-9531 - kvega@nd.gov

Void Notification Create Contract

ND Department of Public Instruction, ND Education Standards and Practices Board

Should you have any questions, please notice the email addresses and the phone numbers for the student contact

Instructions for Student Contract Manual

Before creating a contract, the system will prompt you to enter in the assigned 10-digit student ID number associated with the STARS reporting system.

After verifying it for accuracy against the student records, click on the green arrow button.

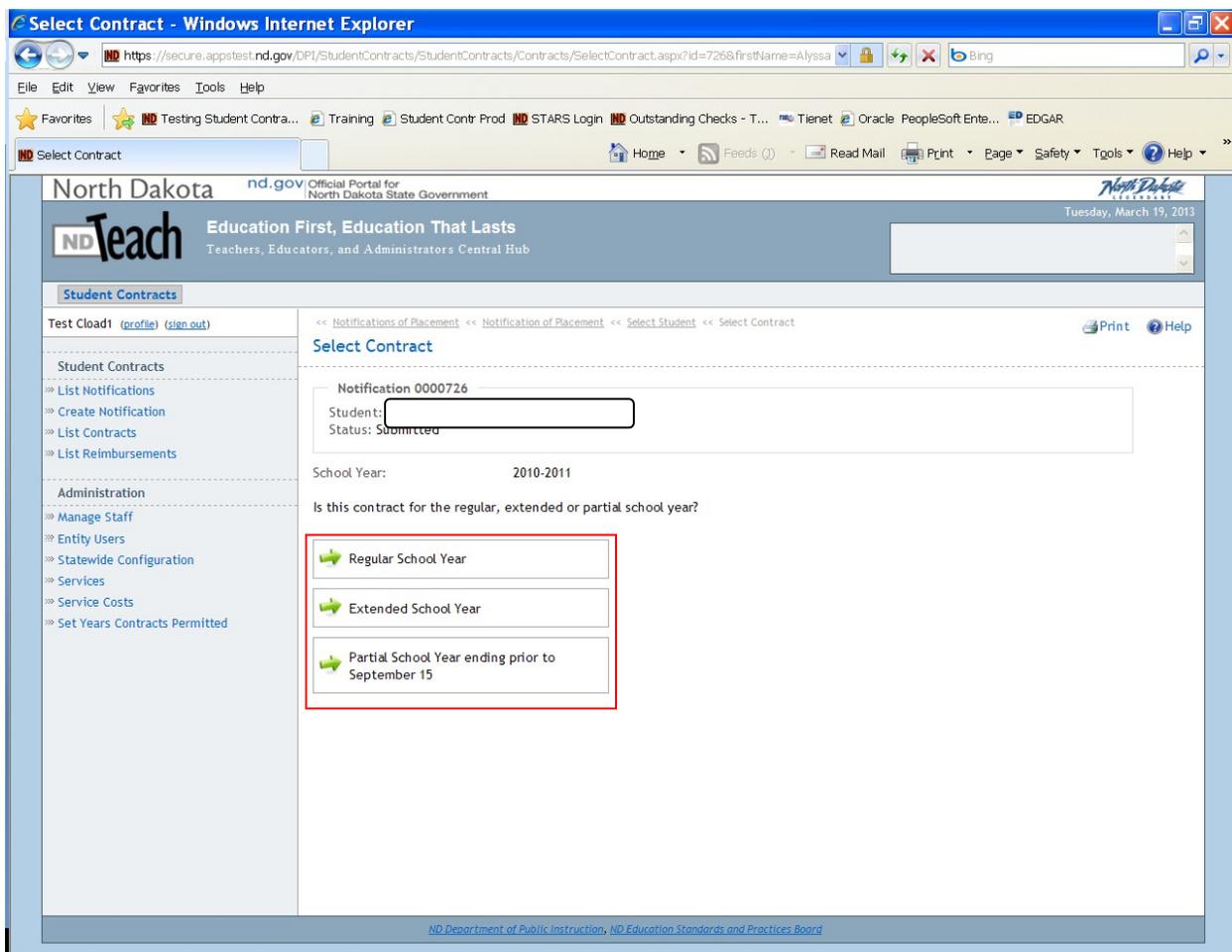
These fields will auto fill with the information provided on the notification. The information here is shaded for privacy.

This is a required field for the 10-digit ID. If the notifying agency provided a 10- digit ID on the notification and is listed above, the contract creator must match for accuracy.

Instructions for Student Contract Manual

Next, the educator must select the correct contract period.

- Regular School Year – is the longest period of the school year periods and typically starts in August and extends into May of the next year. It also may include varying dates in between August and June.
- Extended School year - starts after the regular year with a start date in the end of May, or early June, and may extend into August.
- Partial School Year ending prior to September 15th - is used for those students whose resident school district may change because of a review of the parent's location as of September 15th, so two contracts are needed to represent two different responsible districts.



Instructions for Student Contract Manual

Verify information is correct and click the Create Contract button. If information appears incorrect, the [Back](#) option to return to prior page is available.

The screenshot displays the 'Select Contract' web application. The browser window title is 'Select Contract - Windows Internet Explorer'. The address bar shows the URL: <https://secure.appstest.nd.gov/DPI/StudentContracts/StudentContracts/Contracts/SelectContract.aspx?id=726&first#name=Alyssa>. The page header includes 'North Dakota nd.gov Official Portal for North Dakota State Government' and 'ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub'. The date is Tuesday, March 19, 2013. The main content area is titled 'Select Contract' and shows a form for 'Notification 0000726'. The form includes fields for 'Student Status' (with a dropdown menu), 'School Year' (2010-2011), 'School Year Period' (Regular), 'Contract For' (Special Education), 'Placement' (School Placed for Education, In-state Public), and 'Relationship' (Within State, Out of Unit). Below the form is a 'Create Contract' button and a 'Back' link. A left sidebar contains navigation links for 'Student Contracts' and 'Administration'. The footer reads 'ND Department of Public Instruction, ND Education Standards and Practices Board'.

Instructions for Student Contract Manual

Enter in the Date range, and the number of days, and select the **Save** button.

The screenshot shows a web browser window displaying the North Dakota Department of Public Instruction's Student Contracts system. The page title is "Contract - Windows Internet Explorer". The address bar shows the URL: <https://secure.appstest.nd.gov/DPI/StudentContracts/StudentContracts/Contracts/ContractAndParts/Contract.aspx?id=484>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the North Dakota logo and the slogan "Education First, Education That Lasts". The main content area is titled "Student Contracts" and includes a navigation menu on the left with options like "List Notifications", "Create Notification", "List Contracts", and "List Reimbursements". The main content area displays a "Contract" form for "Student Contract #0000484 Unsubmitted". The form includes fields for "Student Contract Calculation", "School Year", "Contract For", "Contract Type", and "Placement Type". Below this, there is a section for "Student Information Alyssa Christoffersen - 2498126347" with fields for "State ID", "Grade", "Enrollment Status", "Parent/Guardian", "Parent Address", "DOB", "Educating Entity", "Resident District", "Special Ed Unit", "Service Start Date", "Service End Date", and "Number of Days". A "Save" button is located below the "Number of Days" field. At the bottom of the form, there are three summary rows: "Transportation Costs Total: \$0.00", "Boarding Care Costs Total: \$0.00", and "Student Services and Cost Calculations Total: \$0.00".

Instructions for Student Contract Manual

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.

The screenshot shows a web browser window titled "Contract - Windows Internet Explorer" with the URL <https://secure.appstate.nd.gov/DPI/StudentContracts/StudentContracts/Contracts/ContractAndParts/Contract.aspx?id=484>. The page header includes "North Dakota nd.gov Official Portal for North Dakota State Government" and "ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub". The main content area is titled "Contract" and includes a "Save" button. Below this, there are sections for "Transportation Costs Total: \$0.00", "Group" (No group transportation costs found), "Individual" (with input fields for Est. Vehicle Miles/Week, Number of Weeks: 36, Rate/Mile: ##.##, and Est. Foundation Aid Payment: ##.##), "Boarding Care Costs Total: \$0.00", and "Student Services and Cost Calculations Total: \$0.00". A callout box points to the "Individual" section with the text: "Information needed to create a transportation cost unique to student." The page footer mentions "ND Department of Public Instruction, ND Education Standards and Practices Board".

Instructions for Student Contract Manual

Boarding Care costs must first be created by the educator 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.

The screenshot shows a web browser window displaying the North Dakota Education First, Education That Lasts website. The page is titled "Contract" and is part of the "Student Contracts" section. The breadcrumb trail is: << Notifications of Placement << Notification of Placement << Select Student << Select Contract << Contract. The page includes a "Save" button and a "Print" button. The main content area is divided into sections: "Transportation Costs Total: \$0.00", "Boarding Care Costs Total: \$0.00", and "Student Services and Cost Calculations Total: \$0.00". The "Boarding Care Costs" section contains a form with the following fields: "Has boarding care costs:" (checkbox), "Encumbrance Start Date:" (text input), "Encumbrance End Date:" (text input), "Number of Days:" (text input), "Boarding Care Cost:" (drop-down menu), and "Has third party payments?" (radio buttons). Below the form is a "Save & Calculate" button. The "Student Services and Cost Calculations" section shows "No service costs found" and an "Add Service..." button. The footer of the page reads "ND Department of Public Instruction, ND Education Standards and Practices Board".

Instructions for Student Contract Manual

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.

See page 16 for additional details on IEP services and the student contract.

The screenshot shows a web browser window titled "Contract - Windows Internet Explorer" with the URL <https://secure.appstest.nd.gov/DPI/StudentContracts/StudentContracts/Contracts/ContractAndParts/Contract.aspx?id=484>. The page is part of the "North Dakota Teach" portal, which is the "Teachers, Educators, and Administrators Central Hub". The main content area is titled "Contract" and includes a "Save" button. Below this, there are several summary rows for costs:

- Transportation Costs Total: \$0.00
- Boarding Care Costs Total: \$0.00
- Student Services and Cost Calculations Total: \$0.00
- Regular Education Costs Total: \$1,207.40
- Special Ed Administrative Costs Total: \$0.00
- Contract Reimbursement Total: \$0.00

The "Student Services and Cost Calculations" section is expanded, showing "No service costs found" and an "Add Service..." dropdown menu. Below this, there is a question "Has third party payments?" with radio buttons for "Yes" and "No", and a "Save & Calculate" button. At the bottom of this section, a small table shows:

| | |
|-----------------------------|--------|
| Total Service Costs: | \$0.00 |
| Total Third Party Payments: | \$0.00 |

Below the cost summaries, there is a section titled "CALCULATION OF DISTRICT OF RESIDENCE COST AND STATE LIABILITY" with a table:

| | |
|--|--------|
| Tuition | |
| Student Service Costs (\$0.00 minus 3rd party pymts of \$0.00) | \$0.00 |
| Cost of Special Ed Admin | \$0.00 |

The footer of the page includes the text "ND Department of Public Instruction, ND Education Standards and Practices Board".

Instructions for Student Contract Manual

Regular education costs are based on information reported in STARS by the educating district. Regular education costs will not post 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.

Contract

Regular Education Costs Total: \$1,207.40

| | | |
|---|-------------|-------------------|
| Average Cost Per Pupil | \$9,027.24 | |
| State Average Capital Outlay | \$681.02 | |
| State Average Cost for Extracurricular Activities | \$265.27 | |
| Total Average Cost Per Pupil | | \$9,973.53 |
| State Foundation Per Pupil | \$3,779.00 | |
| School District Size Factor | 1.000 | |
| District Foundation Per Pupil | | (\$3,779.00) |
| Unadjusted Tuition Charge Per Pupil | | \$6,194.53 |
| 150% of State Average Cost of Education | \$13,918.24 | |
| Tuition Charge Per Pupil | | \$6,194.53 |
| Special Education Costs | | (\$1,338.09) |
| Total Average Cost Per Pupil (excluding special education) | | \$4,856.44 |
| Total Regular Education Costs for Contract (45 / 181 days) | | \$1,207.40 |

Special Ed Administrative Costs Total: \$0.00

Contract Reimbursement Total: \$0.00

CALCULATION OF DISTRICT OF RESIDENCE COST AND STATE LIABILITY

| | | |
|--|--|-------------------|
| Tuition | | |
| Student Service Costs (\$0.00 minus 3rd party pymts of \$0.00) | | \$0.00 |
| Cost of Special Ed Admin | | \$0.00 |
| Cost of Transportation | | \$0.00 |
| Regular Ed Costs for Students with Disabilities | | \$1,207.40 |
| Total Per Student Costs for Tuition | | \$1,207.40 |

ND Department of Public Instruction, ND Education Standards and Practices Board

Instructions for Student Contract Manual

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.

| Contract Reimbursement Total: \$11,109.30 | |
|---|--------------------|
| CALCULATION OF DISTRICT OF RESIDENCE COST AND STATE LIABILITY | |
| Tuition | |
| Student Service Costs (\$21,542.54 minus 3rd party pymts of \$0.00) | \$21,542.54 |
| Cost of Special Ed Admin | \$359.37 |
| Cost of Transportation | \$0.00 |
| Regular Ed Costs for Students with Disabilities | \$2,448.07 |
| Total Per Student Costs for Tuition | <u>\$24,349.98</u> |
| Less Cost of Transportation | \$0.00 |
| Less Cost of Regular Ed Costs | \$0.00 |
| Less Cost of Special Ed Administration | \$0.00 |
| State Allowable Tuition | <u>\$24,349.98</u> |
| Cost of Boarding Care (\$0.00 minus 3rd party pymts of \$0.00) | \$0.00 |
| Total per Student Costs (Resident District Costs) | <u>\$24,349.98</u> |
| DISTRICT RESPONSIBILITY | |
| District of Residence Liability for Tuition | \$24,349.98 |
| Less ⊕ Override 182 / 182 x \$13,240.68 | (\$13,240.68) |
| State Reimbursement For Tuition | <u>\$11,109.30</u> |
| District of Residence Liability for Boarding Care | \$0.00 |
| Less 100% of boarding care | \$0.00 |
| State Reimbursement for Boarding Care | <u>\$0.00</u> |
| State Reimbursement for Excess Cost | <u>\$11,109.30</u> |

Instructions for Student Contract Manual

Comments – can be added to the contract for any additional information needed between educator, resident district and NDDPI Admn.

Attachments – any additional documentation can be added to a contract to assist in approval process.

Save – to come back at another time and edit or submit if correct.

Submit Student contract – Administrative user can submit contracts.

Void - You may void this contract if needed. , once voided, the copy feature is located at the bottom of a voided contract to create again and make changes. If the notification was incorrect, you will need to void contract, void and correct the notification, and create a new contract.

Contract - Windows Internet Explorer
https://secure.appstest.nd.gov/DPI/StudentContracts/StudentContracts/Contracts/ContractAndParts/Contract.aspx?id=484

North Dakota nd.gov Official Portal for North Dakota State Government
ND Teach Education First, Education That Lasts
Teachers, Educators, and Administrators Central Hub
Tuesday, March 19, 2013

Student Contracts
Test Cloud1 (profile) (sign out)

Contract
District of Residence Liability for Boarding Care \$0.00
Less 20% of boarding care \$0.00
State Reimbursement for Boarding Care \$0.00
State Reimbursement for Excess Cost \$0.00

Comments
No comments have been added.
Add Comment

Attachments
No attachments found.
Attach

Workflow
Save Submit Student Contract Void

Resident Status: Unsubmitted
DPI Status: Unsubmitted
Overall Status: Unsubmitted

Status History - View/Hide History

See following page for details

Instructions for Student Contract Manual

By clicking on the line to [View/Hide History](#), you will see the users in the workflow process, along with any comments made if the contract had been rejected or voided.

The screenshot shows a web browser window displaying the 'Contract' page in the 'North Dakota' portal. The page is titled 'Contract' and shows a workflow process for a contract. The 'Status History' section is circled, and a callout box explains that clicking 'View/Hide History' will show the history of workflow and any comments made in the rejection or void process.

Contract

Workflow

Request Reimbursement

| | |
|------------------|----------|
| Resident Status: | Approved |
| DPI Status: | Approved |
| Overall Status: | Approved |

Status History [View/Hide History](#)

| | |
|---------|-------------|
| Date: | 8/21/2012 |
| Action: | Approve |
| User: | Test Cload1 |
| Date: | 10/12/2010 |
| Action: | Approve |
| User: | Test Cload1 |
| Date: | 10/12/2010 |
| Action: | Approve |
| User: | Load Conway |
| Date: | 10/12/2010 |
| Action: | Submit |
| User: | Test Cload1 |

Legal Statement

Will show history of workflow and any comments made in the rejection, or void process.

Instructions for Student Contract Manual

By clicking the + sign located next to **Legal Statement**, you will see the wording 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.

The screenshot shows a Windows Internet Explorer browser window displaying a web application for North Dakota. The address bar shows the URL: <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Contracts/ContractAndParts/Contract.aspx?id=327#>. The browser's Favorites bar includes items like 'ND Testing Student Contra...', 'Training', 'Student Contr Prod', 'ND STARS Login', 'ND Outstanding Checks - T...', 'Tienet', 'Oracle', 'PeopleSoft Ente...', and 'EDGAR'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar includes 'Home', 'Feeds (1)', 'Read Mail', 'Print', 'Page', 'Safety', 'Tools', and 'Help'. The web application header includes the North Dakota logo, 'nd.gov Official Portal for North Dakota State Government', and the 'ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub' logo. The date 'Tuesday, March 19, 2013' is displayed in the top right. The main content area is titled 'Student Contracts' and includes a navigation menu on the left with options like 'Test Cloud1 (profile) (sign out)', 'Student Contracts', 'List Notifications', 'Create Notification', 'List Contracts', 'List Reimbursements', 'Administration', 'Manage Staff', 'Entity Users', 'Statewide Configuration', 'Services', 'Service Costs', and 'Set Years Contracts Permitted'. The main content area is titled 'Contract' and includes a 'Print' button and a 'Help' button. The 'Legal Statement' section is expanded, showing the following text:

THIS CONTRACT is effective as of this 26th day of January, 2011, by and between Bismarck 1, hereinafter referred to as party of the first part and Dakota Boys & Girls Ranch - Bismarck, hereinafter referred to the party of the second part.

WHEREAS, the second party is a nonsectarian, nonprofit corporation, or public school district in state or out of state, operating as a fully accredited, elementary and high school facility for the education of students with disabilities; and

WHEREAS, first party has within its district a student with disabilities by the name Austin Haugen who is disabled as defined in Chapter 15.1-32 of North Dakota Century Code and is placed for purposes other than education (NDCC 15.1-29-14).

THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is agreed by and between parties hereto as follows:

The first party shall contract with the second party for the education of a student qualified under the section and to pay, therefore, an amount for the school year equal to the total cost of this contract. The first party, through their special education unit, will be reimbursed by the Department of Public Instruction for education and related services costs for an amount for the school year in excess of the state average per pupil elementary or high school cost, provided that amount does not exceed the cost of education of the student.

That first party is responsible to cause an IEP to be developed for the student.

That second party shall educate Austin Haugen appropriately under the individualized education plan developed by a team representing staff of second party and first party, as well as the parent or guardian of the student.

Electronic signatures on this contract attest specifically to the completion of an IEP for the disabled student which has been approved by the parents and the contracting schools. The IEP is available to both parties and to the parents.

That first party will be responsible for arranging for participation of first party personnel in IEP planning meetings and for maintaining contact with second party and parents during the year.

The second party shall keep and provide first party with attendance records for Austin Haugen and in the event that this student attends the school operated by second party for a period less than a school year, then and in that event, first party will be liable only for the

Additional Assistance for entering Service hours on a student contract

TINET – IEP review

1. 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 IEP records must be current 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.
2. Using TieNet, open student's most recent IEP and scroll to "Special Education and Related Services" section.
3. Review services, minutes, starting date, and duration to the IEP.
4. If a billable service is not listed on the service page, go back to the "Adaptation of Educational Services" of the IEP to verify the services are listed in that section.
5. To check if dates of services have changed/been added/been deleted at any time during the school term, open the previous IEP(s) and verify the services/minutes/start date/duration. In order to build an accurate contract, it is necessary to review **ALL** IEPs that have been initiated or amended during the school term.
6. Using one contract, add each service for which there is direct service to the student using the # of weeks for each service type. For example, OT = 30 min/wk. for 36 weeks and Speech-Language = 60 min/wk. for 8 weeks and 90 min/wk. for 28 weeks.
7. Verify that services accurately reflect group size. For example, "individualized instruction" or "small group instruction". This information is important to the group size found in a student contract.
8. 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, review ESY IEP for services allowed on contract.
9. 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 subjected 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.

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.

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 5 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 dpifiscalman@nd.gov. 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 5 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: dpifiscalman@nd.gov

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 in order 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 dpifiscalman@nd.gov with the required amending information to complete any amendments of approved contracts. Only approved contracts can be amended.

Contract Details:

- Service Dates: 11/8/2017 - 5/25/2018
- Number: 130
- Date Last Modified: 12/13/2017

Transaction Costs Total: \$0.00

Student Services and Cost Calculations Total: \$19,325.80

| Name | Code | Units/Time | Weeks/Yr | Group Size | Units | Unit Desc | Unit Rate | Cost |
|-------|------|------------|----------|------------|-------|--------------|-----------|-------------|
| Other | 6 | 130 /Yr | N/A | N/A | 130 | billable/day | \$148.66 | \$19,325.80 |

Has third party payments? Yes No

Save & Calculate

Total Service Costs: \$19,325.80
Total Third Party Payments: \$0.00

Contract Reimbursement Total: \$11,000.09

CALCULATION OF DISTRICT OF RESIDENCE COST AND STATE LIABILITY

| | | |
|---|--|--------------------|
| Tuition | | |
| Student Service Costs (\$19,325.80 minus 3rd party pymts of \$0.00) | | \$19,325.80 |
| Cost of Special Ed Admin | | \$0.00 |
| Cost of Transportation | | \$0.00 |
| Regular Ed Costs for Students with Disabilities | | \$0.00 |
| Total Per Student Costs for Tuition | | \$19,325.80 |
| Less Cost of Transportation | | \$0.00 |

Contract Approval Process

The approval workflow generally is: educator creates contract>resident district approves, or rejects>NDDPI fiscal administrator approves, or rejects>NDDPI administrator approves, or rejects.

Regular education contracts and state responsible contracts are final approved by a NDDPI School Finance administrator.

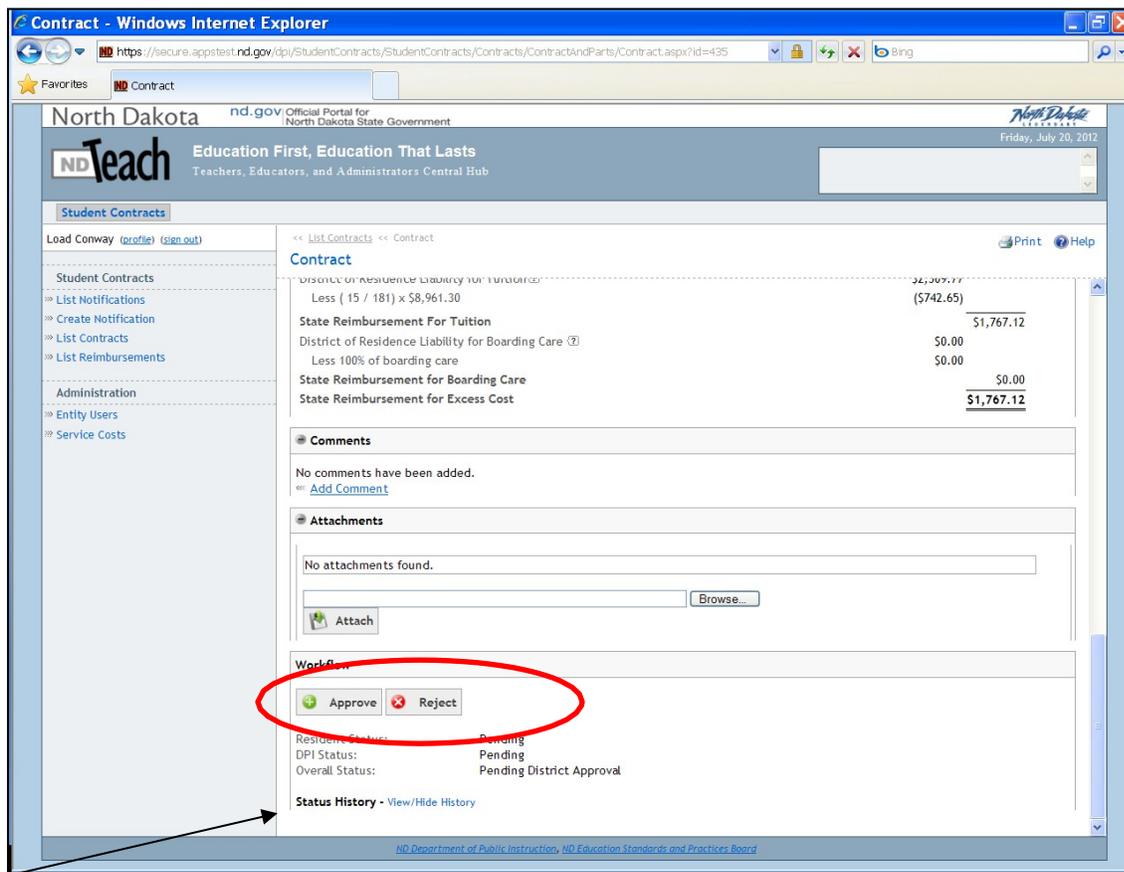
Special education contracts have final approval by a NDDPI Special Education administrator.

Basically, educators create contracts, and can VOID a 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.



Note – The dated history and users involved in the contract's approval process can be found by clicking on the words 'View/Hide History'. In addition to dates and users, comments or concerns regarding the approval or rejection process will display.

Instruction Manual for Student Contracts

If the special education contract is pending district approval, but was amended by the educator, the approval and reject buttons will be located 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):

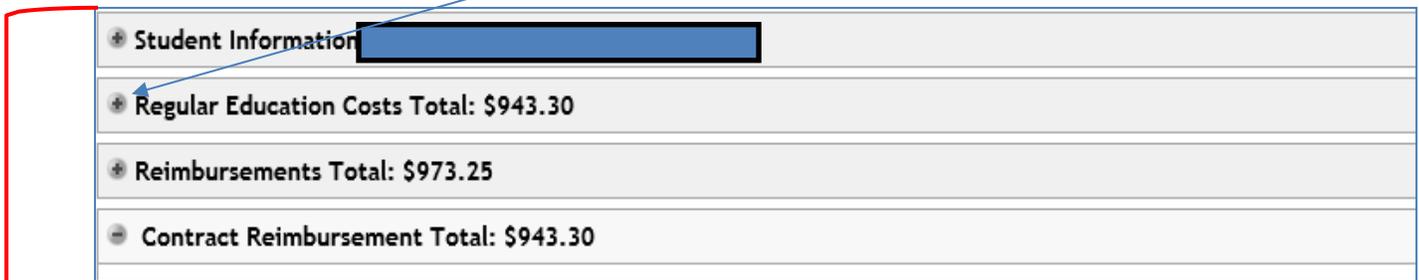
| Name | Code | Units/Time | Weeks/Yr | Group Size | Units | Unit Desc | Unit Rate | Cost |
|---|---------------|-------------------|----------------|----------------|---------------|-------------------------|---------------------|-----------------------|
| Daily Tuition - Special Education rate | 31 | 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 regular education, then you will need to click the green + button by the regular education to open the regular education formula. At the bottom you will see a approve, or reject button.



Student Information [Redacted]

Regular Education Costs Total: \$943.30

Reimbursements Total: \$973.25

Contract Reimbursement Total: \$943.30

By clicking on the + button, the information will be revealed by expanding the section. The – button indicates it is already open, or expanded.

Instruction Manual for Student Contracts

➔ **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 | | \$2,725.09 |
| 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) | | \$2,725.09 |
| Total Regular Education Costs for Contract (63 / 182 days) | | \$943.30 |

Amendment Workflow

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

Amendment History ([Show](#))

This feature will show you the history of additional amendments completed by educator on a student contract.

Amending and Approval Process

Once a **special education** 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.

| | | |
|---|--|---|
| <p>➤ Student Contract #0014226 Approved</p> <p>Student Contract Calculation North Dakota Department of Public Instruction Special Education Division</p> | | <p>School Year: 2016-2017 School Year Period: Regular Contract For: Special Education Contract Type: Within State, Within District Placement Type: School Placed for Education, In-state Public</p> |
|---|--|---|

Click on the [Add amendments.](#)

| # Student Services and Cost Calculations Total: \$47,878.59 | | | | | | | | | |
|---|------|------------|----------|------------|--------|-------------|-----------|-------------|--|
| Name | Code | Units/Time | Weeks/Yr | Group Size | Units | Unit Desc | Unit Rate | Cost | |
| Intellectual Disability | 4 | 11.00/Wk | 25.00 | 1 | 275.00 | billable/hr | \$108.55 | \$29,851.25 | |
| Intellectual Disability | 4 | 3.67/Wk | 11.00 | 5 | 8.07 | billable/hr | \$108.55 | \$876.00 | |
| Autism | 1 | 3.67/Wk | 11.00 | 4 | 10.09 | billable/hr | \$100.31 | \$1,012.13 | |
| Emotionally Disturbed | 8 | 3.67/Wk | 11.00 | 5 | 8.07 | billable/hr | \$131.70 | \$1,062.82 | |
| Speech Language | 3 | 0.50/Wk | 36.00 | 1 | 18.00 | billable/hr | \$87.53 | \$1,575.54 | |
| Paraprofessional | 27 | 32.00/Wk | 25.00 | 1 | 800.00 | billable/hr | \$16.02 | \$12,816.00 | |
| Paraprofessional | 27 | 0.50/Wk | 25.00 | 1 | 12.50 | billable/hr | \$16.02 | \$200.25 | |
| Paraprofessional | 27 | 11.00/Wk | 11.00 | 4 | 30.25 | billable/hr | \$16.02 | \$484.60 | |

[Add amendments](#)
[View all past amendments](#)

Has third party payments? Yes No

Save & Calculate

Total Service Costs: \$47,878.59
Total Third Party Payments: \$0.00

The contract will ask for the amended ending date, or applicable date. Enter the number of days. The field will default to the number of days on current contract.

Contract Amendments:

Service Start Date: 08/25/2016

Service End Date: MM/DD/YYYY

Contract Number of Days:

Add Amendment

[View all past amendments](#) ← This link will display prior amendments.

Instruction Manual for Student Contracts

The service costs on the current contract will display with a red radial button. Click on the service you want to omit, or change. If the service needs to be changed, or an additional service, click on the drop down box for **Add Service...** and add the amended service line back in. The service which have been deleted will have a solid strike through line over them.

Contract Amendments:
Pending Amendment (8/25/2016 - 5/1/2017):

| Name | Code | Units/Time | Weeks/Yr | Group Size | Units | Unit Desc | Unit Rate | Cost |
|------------------------------------|------|------------|----------|------------|--------|-------------|-----------|-------------|
| Intellectual Disability | 4 | 11.00/Wk | 25.00 | 1 | 275.00 | billable/hr | \$108.55 | \$29,851.25 |
| Intellectual Disability | 4 | 3.67/Wk | 11.00 | 5 | 8.07 | billable/hr | \$108.55 | \$876.00 |
| Autism | 1 | 3.67/Wk | 11.00 | 4 | 10.09 | billable/hr | \$100.31 | \$1,012.13 |
| Emotionally Disturbed | 8 | 3.67/Wk | 11.00 | 5 | 8.07 | billable/hr | \$131.70 | \$1,062.82 |
| Speech Language | 3 | 0.50/Wk | 36.00 | 1 | 18.00 | billable/hr | \$87.53 | \$1,575.54 |
| Paraprofessional | 27 | 32.00/Wk | 25.00 | 1 | 800.00 | billable/hr | \$16.02 | \$12,816.00 |
| Paraprofessional | 27 | 0.50/Wk | 25.00 | 1 | 12.50 | billable/hr | \$16.02 | \$200.25 |
| Paraprofessional | 27 | 11.00/Wk | 11.00 | 4 | 30.25 | billable/hr | \$16.02 | \$484.60 |

Add Service...

Resident Status: Unsubmitted
DPI Status: Unsubmitted
Overall Status: Unsubmitted

Student Services and Cost Calculations Total: \$597.67

| Name | Code | Units/Time | Weeks/Yr | Group Size | Units | Unit Desc | Unit Rate | Cost |
|-----------------------|------|------------|----------|------------|-------|-------------|-----------|----------|
| Other Health Impaired | 6 | 3.33/Wk | 36.00 | 11 | 10.91 | billable/hr | \$82.21 | \$896.91 |

Contract Amendments:
Pending Amendment (8/31/2015 - 2/25/2016):

| Name | Code | Units/Time | Weeks/Yr | Group Size | Units | Unit Desc | Unit Rate | Cost |
|----------------------------------|--------------|--------------------|------------------|---------------|------------------|------------------------|--------------------|---------------------|
| Other Health Impaired | 6 | 3.33/Wk | 36.00 | 11 | 10.91 | billable/hr | \$82.21 | \$896.91 |
| Other Health Impaired | 6 | 3.33/Wk | 24.00 | 11 | 7.27 | billable/hr | \$82.21 | \$597.67 |

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

After all services have been added or amended, click the **Submit** button.

Approval will follow the typical workflow, but access to approval is located under the **Student Services and Cost Calculation** section.

Instruction Manual for Student Contracts

After a Regular Education contract has been approved, an amendment can be created by opening the regular education formula or expanding the section. Click on the + button.

| | |
|---|---|
| Student Contract #0017421 Approved | |
| Student Contract Calculation North Dakota Department of Public Instruction Special Education Division | School Year: 2017-2018 School Year Period: Regular Contract For: Regular Education Contract Type: Within State Public Placement Type: Agency Placed for Non-education |

| | |
|--|----------|
| Regular Education Costs Total: \$388.32 | |
| Contract Reimbursement Total: \$0.00 | |
| CALCULATION OF DISTRICT OF RESIDENCE COST AND STATE LIABILITY | |
| Tuition | |
| Student Service Costs (\$0.00 minus 3rd party pymts of \$0.00) | \$0.00 |
| Cost of Special Ed Admin | \$0.00 |
| Cost of Transportation | \$0.00 |
| Regular Ed Costs for Students with Disabilities | \$388.32 |

The section will expand to show the entire formula using the amounts from the educator's financial reports. Click on the [Add amendments](#) link.

| | |
|---|---------------------|
| Regular Education Costs Total: \$388.32 | |
| Average Cost Per Pupil | \$9,763.51 |
| State Average Capital Outlay | \$1,109.47 |
| State Average Cost for Extracurricular Activities | <u>\$379.42</u> |
| Total Average Cost Per Pupil | \$11,252.40 |
| State Foundation Per Pupil | \$9,646.00 |
| School District Size Factor | 1.020 |
| District Foundation Per Pupil | <u>(\$9,838.92)</u> |
| Unadjusted Tuition Charge Per Pupil | \$1,413.48 |
| 150% of State Average Cost of Education | \$17,662.88 |
| Tuition Charge Per Pupil | \$1,413.48 |
| Special Education Costs | <u>\$0.00</u> |
| Total Average Cost Per Pupil (excluding special education) | \$1,413.48 |
| Total Regular Education Costs for Contract (50 / 182 days) | \$388.32 |
| Add amendments | |

Instruction Manual for Student Contracts

This link will display the start date from the original contract and will allow you to write over the original end date on the contract. The default is to display the contracts current end date and number of days. Once you have edited the open fields, click on the green button, **Add Amendment**.

| | | |
|---|--|---------------------|
| Regular Education Costs Total: \$388.32 | | |
| Average Cost Per Pupil | \$9,763.51 | |
| State Average Capital Outlay | \$1,109.47 | |
| State Average Cost for Extracurricular Activities | <u>\$379.42</u> | |
| Total Average Cost Per Pupil | | \$11,252.40 |
| State Foundation Per Pupil | \$9,646.00 | |
| School District Size Factor | 1.020 | |
| District Foundation Per Pupil | | <u>(\$9,838.92)</u> |
| Unadjusted Tuition Charge Per Pupil | | \$1,413.48 |
| 150% of State Average Cost of Education | \$17,662.88 | |
| Tuition Charge Per Pupil | | \$1,413.48 |
| Special Education Costs | | <u>\$0.00</u> |
| Total Average Cost Per Pupil (excluding special education) | | \$1,413.48 |
| Total Regular Education Costs for Contract (50 / 182 days) | | \$388.32 |
| Service Start Date: | 03/12/2018 | |
| Service End Date: | <input type="text" value="05/23/2018"/> MM/DD/YYYY | |
| Contract Number of Days: | <input type="text" value="50"/> | |
|  | | |

The formula will automatically change based on the number of days in the amendment. Click **Submit** to amend contract and send on for approval, or click **Cancel** if amendment not needed.

| | |
|---|---|
| Amendment Workflow | |
|  |  |
| Resident Status: | Unsubmitted |
| DPI Status: | Unsubmitted |
| Overall Status: | Unsubmitted |
| Amendment History (Show) | |

This link will display a history of past amendments for the contract.

Instruction Manual for Student Contracts

Both Special Education and Regular Education contracts will show you where in the approval's workflow process the contract is currently, or what action is pending.

Contract

Amendment Submitted

● Student Contract #0017421 Pending District Approval, Amendment Pending

| | |
|---|---|
| Student Contract Calculation North Dakota Department of Public Instruction Special Education Division | School Year: 2017-2018 School Year Period: Regular Contract For: Regular Education Contract Type: Within State Public Placement Type: Agency Placed for Non-education |
|---|---|

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.

Contract

Student Contract #0017056 Approved

| | |
|---|---|
| Student Contract Calculation North Dakota Department of Public Instruction Special Education Division | School Year: 2017-2018 School Year Period: Regular Contract For: Special Education Contract Type: Within State, Out of Unit Placement Type: Agency Placed for Non-education |
|---|---|

To request funds for a contract, the user must click the **'List Contracts (Regular or Special Ed)'** options on the left hand side of the menu bar under **Student Contracts**. From the options **'All Contracts'** list is helpful when it is unknown if the student is general education, or special education, and will query through all contracts.

To Create a Reimbursement Request

Notifications

- » List
- » Create

Regular Ed Contracts

- » List

Special Ed Contracts

- » List

All Contracts

- » List

Reimbursements

- » List

Administration

- » Manage Staff
- » Entity Users
- » Statewide Configuration
- » Services
- » Service Costs
- » Set Years Contracts Permitted

Contract

District of Residence Liability for Tuition(?)
Less (Override) 170 / 182) x \$11,656.00

State Reimbursement For Tuition

District of Residence Liability for Boarding Care (?)
Less 100% of boarding care

State Reimbursement for Boarding Care

State Reimbursement for Excess Cost

Comments

No comments have been added.
« [Add Comment](#)

Attachments

No attachments found.

Please note: Attachments must be 20 MB or smaller

Browse...

Attach

Workflow

Request Reimbursement

Resident Status: Not Applicable
DPI Status: Approved
Overall Status: Approved

Status History - [View/Hide History](#)

Legal Statement

Open the approved contract, and scroll to the bottom.

Instruction Manual for Student Contract

New Reimbursement Request

Contract Information (#0018131)

| | |
|---|---|
| Contract Period From: | 08/24/2017 |
| Contract Period Through: | 05/31/2018 |
| Name of Student: | KAYDENCE SCHULTZ |
| Name of Family (or Family Boarding Care Provider): Educating Entity: | Fargo 1 |
| Resident Special Education Unit: | State Responsible |
| Resident Agency: | State Responsible |
| Address: | |
| City: | |
| State: | |
| Zip: | |
| Attach Invoice File: | <input type="text"/> <input type="button" value="Browse..."/> |

Education (Tuition) and Related Services

| | |
|---|---------------------------------|
| State Reimbursement For Tuition: | \$4,097.50 |
| Total of Requests Submitted: | \$0.00 |
| Total of Requests Approved: | \$0.00 |
| Balance Remaining: | \$4,097.50 |
| Tuition and Services From: | <input type="text"/> MM/DD/YY |
| Tuition and Services To: | <input type="text"/> MM/DD/YYYY |
| Number of days being claimed: | <input type="text"/> |
| Reimbursement Request for Tuition and Services: | <input type="text"/> ##.## |

Boarding Care

| | |
|--|---------------------------------|
| DPI Share of Boarding Costs: | \$0.00 |
| Total of Requests Submitted: | \$0.00 |
| Total of Requests Approved: | \$0.00 |
| Balance Remaining: | n/a |
| Request From Date: | <input type="text"/> MM/DD/YYYY |
| Request To Date: | <input type="text"/> MM/DD/YYYY |
| Number of Days: | <input type="text"/> |
| Reimbursement Request for Boarding Care Costs: | <input type="text"/> ##.## |

Authorize

| | |
|-----------------------|---------------------------------|
| Authorized Signature: | <input type="text"/> |
| Date: | <input type="text"/> MM/DD/YYYY |

Comments

Contract #0018131

Amount on contract available for reimbursement

Complete required fields if they apply.

Instruction Manual for Student Contract

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

Contract

There is already an active reimbursement for this contract. Only one is permitted at a time. Please approve or reject the existing reimbursement.

| | |
|---|---|
| Student Contract #0016983 Approved | |
| Student Contract Calculation North Dakota Department of Public Instruction Special Education Division | School Year: 2017-2018 School Year Period: Regular Contract For: Special Education Contract Type: Within State, Out of Unit Placement Type: Agency Placed for Non-education |

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.

To attach an invoice file to the reimbursement request, the invoice will need to be scanned and saved to your computer drive. 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. 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.

Click on the **Browse...** key. This will display your computer drives. Choose the drive you have attached the file to, click on the file name and select **Open**. The name of the file will display in the text box next to the browse button.

Instruction Manual for Student Contract

For Tuition reimbursement, the section under **Education (Tuition) and Related Services** must be completed. To do this, you will fill in the date **From:**, and **To:**, for the period of service requested, or the entire date on the contract if request is for the full amount of the contract.

The **Number of days being claimed:** can be the number of days for the period of time based on reimbursement for a portion of the contract, or the exact number of days on the contract. You may not claim more days than established on a contract. When creating the final request, the number of days on final request, and any previous requests, must equal the total number of days on the contract. ***If invoices and contract do not match, request will be rejected.***

When requesting **Boarding Care**, the same guidelines outlined above for education (tuition) and related services must be followed.

The **Authorize** section must be completed, including the signature of the person filling out the form, or the person authorizing the submission of the request.

To submit, click the **Create** button. 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**.

Click on **Submit** button to send the request to DPI administration for review and payment.

IMPORTANT: if you update, or change information on the request, click on the update button for edit to save.

By clicking reject, notification will be voided, or rejected.

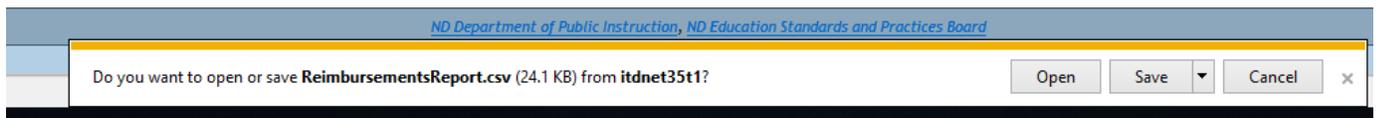
Reports

Reimbursement reports is 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](#).

The screenshot displays the 'Student Contracts' application interface. On the left is a navigation menu with the following items: Kim Vega (profile) (sign out), Notifications (with sub-items List and Create), Regular Ed Contracts (with sub-item List), Special Ed Contracts (with sub-item List), All Contracts (with sub-item List), Reimbursements (with sub-item List), and Administration (with sub-items Manage Staff, Entity Users, Statewide Configuration, Services, Service Costs, and Set Years Contracts Permitted). The main content area is titled 'Notifications of Placement' and includes a 'Filter Criteria' section with dropdown menus for Notification Agency, Educating Agency, Financially Responsible Agency, Status (set to 'Active (Unsubmitted or Submitted)'), and School Year (set to '2018-2019'). Below these are input fields for Student First Name, Student Last Name, Student State ID, and Notification ID. A 'Search' button is located at the bottom left of the main area. A callout box with an arrow points to the 'List' link under 'Reimbursements' with the text 'Click here for report on reimbursements'. Below the filter criteria, there are radio button options: 'No Filter: Show all notifications' (selected), 'Custodial Parent/Legal Guardian', 'Residential Facility', 'Foster Family/Relative Placement', and 'Nonapplicable - School Placed'.

Instruction Manual for Student Contract

This display indicates the querying information available for searching the reimbursements such as; unsubmitted, pending, or approved. Reimbursements rejected, or reversed, can also be queried. Change the information in the query fields to narrow down your search options. 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) in order to balance to the payment made to a school district, or to a special education unit to the Foundation Aid payment voucher. This report will create payments for both special and regular education, and may need to be filtered within the excel report if the focus is on only one of those types of contracts.



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.

| Boarding Reimbursement Clair Tuition Reimbursement Claims | | | | | | | | | | | | | | | | |
|---|-----------|------------|------------|----------|-----------|----------|-------------|----|-------------------------|------------|---------|-------------|------------------|------------------|-------------------|-------------------|
| Contract F Placemen | Reimburs- | Notificati | Contract # | Status | StudentID | Resident | Student Nan | GR | District Re Educating | Days Clair | Pending | Approved | Tuition + Serviv | Tuition + Serviv | Total Amount Paid | Final Status Date |
| Special Ed School Pla | 9415 | 28022 | 17094 | Approved | | Bismarck | | | 7 Bismarck : Bismarck 1 | | 182 | \$5,289.72 | 8/24/2017 | 5/25/2018 | \$5,289.72 | 6/6/2018 |
| Special Ed School Pla | 9421 | 28024 | 17096 | Approved | | Bismarck | | | Bismarck : Bismarck 1 | | 182 | \$3,245.08 | 8/24/2017 | 5/25/2018 | \$3,245.08 | 6/6/2018 |
| Special Ed School Pla | 9420 | 28039 | 17107 | Approved | | Bismarck | | | 9 Bismarck : Bismarck 1 | | 182 | \$11,844.44 | 8/24/2017 | 5/25/2018 | \$11,844.44 | 6/6/2018 |
| Special Ed School Pla | 9397 | 27989 | 17052 | Approved | | Bismarck | | | 2 Bismarck : Bismarck 1 | | 182 | \$11,208.31 | 8/24/2017 | 5/25/2018 | \$11,208.31 | 6/5/2018 |
| Special Ed School Pla | 9257 | 27966 | 17053 | Approved | | Bismarck | | | 1 Bismarck : Bismarck 1 | | 182 | \$1,760.10 | 8/24/2017 | 5/25/2018 | \$1,760.10 | 5/29/2018 |

This report is an example of the excel report with filtering options.

2% Contracts based on SEU Budget

The ND Century Code allows a special education unit to be reimbursed excess costs if the total amount of education for the special education student is equivalent to 2%, or more, of the unit's total yearly budget. This 2% amount becomes the amount of the district's responsibility if this amount is less than the four time average costs of education determined by NDDPI.

In order to process this request, there must be a notification of placement in the contract system along with a contract created for/by the educating entity. The school district, or special education unit, must send a request for review to School Finance for approval. A copy of the unit's yearly budget, (which coincides with the student contract's school year) and a copy of the approved contract, either by sending the name and number of the contract, or including a paper copy from the electronic system. These items will expedite the request and must be included for review.

If the contract is reviewed and approved as a qualified 2% contract, then Fiscal Management will override the excess cost on the approved electronic student contract. The resident district, or special education unit, will be responsible for creating a reimbursement request from the contract which is paid through STARS.

Please contact Don Williams, 701-328-2236, or Kim Vega, 701-328-2175, at NDDPI with additional questions, or concerns.

NDCC 15.1-32-18. Cost - Liability of school district for special education.

(This section in law identify the additional excess costs a special education contract may qualify for if the contract's tuition is 2%, or more, of the unit's total budget)

5. In addition to any other reimbursements provided under this section, if a school district expends more than two percent of its annual budget for the provision of special education and related services to one student, the district shall notify the superintendent of public instruction. Upon verification, the superintendent shall reimburse the district for the difference between:

a. Two percent of the district's annual budget; and

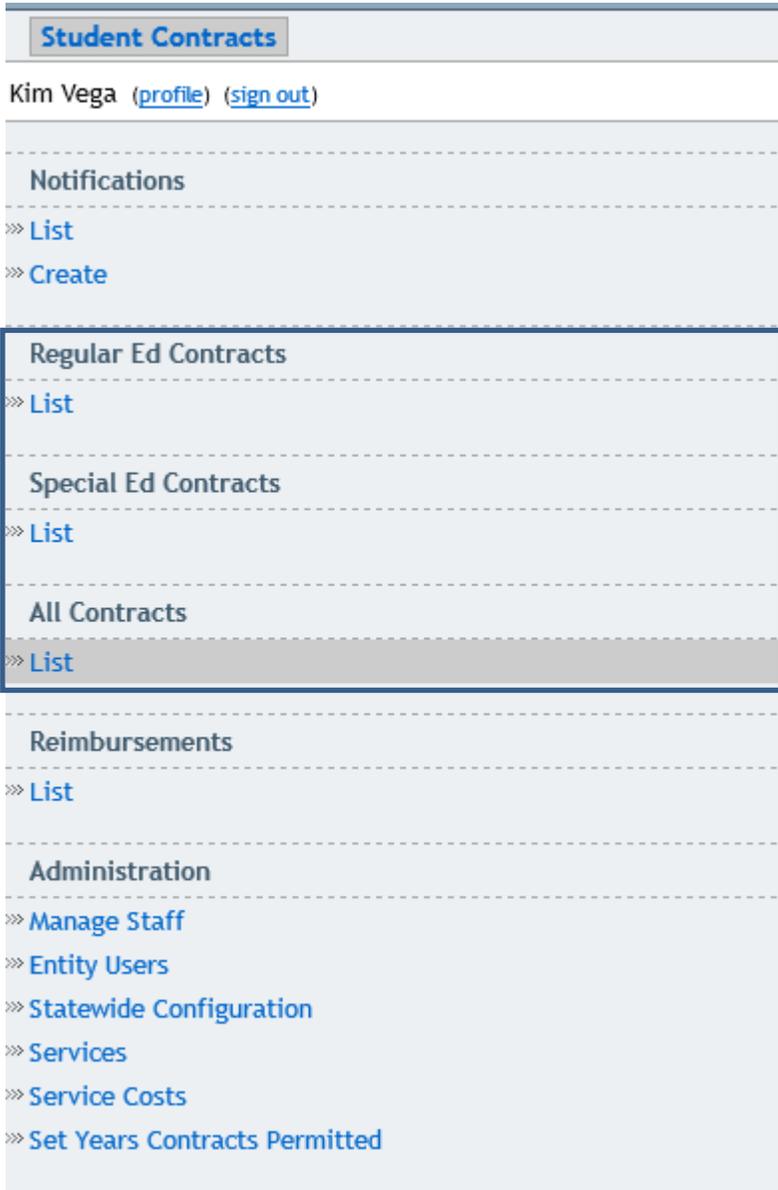
b. The lesser of:

(1) The amount actually expended by the district for the provision of special education and related services to that student; or

(2) The amount representing four times the state average cost of education per student.

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.



Student Contracts

Kim Vega ([profile](#)) ([sign out](#))

Notifications

- »» [List](#)
- »» [Create](#)

Regular Ed Contracts

- »» [List](#)

Special Ed Contracts

- »» [List](#)

All Contracts

- »» [List](#)

Reimbursements

- »» [List](#)

Administration

- »» [Manage Staff](#)
- »» [Entity Users](#)
- »» [Statewide Configuration](#)
- »» [Services](#)
- »» [Service Costs](#)
- »» [Set Years Contracts Permitted](#)

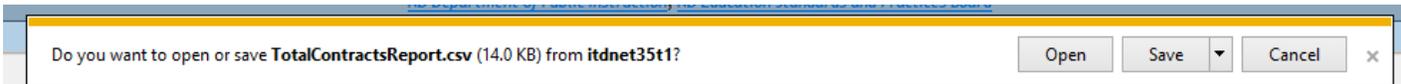


Instruction Manual for Student Contract

Default is current school year, may need to select from drop down

Contract Totals Report

There are a number of filter criteria to select from in order to produce a report which allows you to review contracts based on selection. Defining your search criteria to specifics will produce reports in less time than a report which is looking through all contracts. After you have selected your filter criteria from available drop down options, click on the **Contract Totals Report** button.



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.

| Contract # | Contract Placement | Notification | Contract # | StudentID | Resident | Student No | GR | # Days | Enr District | Re Educating | Cost Of Bc | State Re | Boarding | Boarding | Total Per Stude | State Allowable | District Of Resid | State Reimburs | Tuition Approve | Tuition Balance | Balance Remain |
|-----------------------------|--------------------|--------------|------------|-----------|-----------|------------|--------|-----------|--------------|--------------|------------|----------|----------|----------|-----------------|-----------------|-------------------|----------------|-----------------|-----------------|----------------|
| Special Ed Approved | Agency PI | 26976 | 16248 | | Grand For | 9 | 102 | Grand For | Dakota Bc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$17,850.00 | \$17,850.00 | \$7,420.60 | \$10,429.40 | \$10,429.40 | \$0.00 | \$0.00 |
| Regular Ed Approved | Agency PI | 27689 | 16847 | | Grand For | 9 | 88.78 | Grand For | Dakota Bc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15,536.50 | \$15,536.50 | \$6,458.83 | \$9,077.67 | \$9,077.67 | \$0.00 | \$0.00 |
| Regular Ed Approved | Agency PI | 25577 | 18172 | | Grand For | 10 | 61 | Grand For | Dakota Bc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,675.00 | \$10,675.00 | \$4,437.81 | \$6,237.19 | \$0.00 | \$6,237.19 | \$6,237.19 |
| Regular Ed Voided | Agency PI | 27689 | 16838 | | Grand For | 9 | 93 | Grand For | Dakota Bc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$16,275.00 | \$16,275.00 | \$6,765.84 | \$9,509.16 | \$0.00 | \$9,509.16 | \$9,509.16 |
| Regular Ed Approved | Agency PI | 26249 | 15739 | | Grand For | 9 | 81 | Grand For | Dakota Bc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$14,175.00 | \$14,175.00 | \$5,892.84 | \$8,282.17 | \$8,282.17 | \$0.00 | \$0.00 |
| Regular Ed Approved | Agency PI | 23243 | 15748 | | Grand For | 10 | 4 | Grand For | Dakota Bc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$700.00 | \$700.00 | \$291.00 | \$409.00 | \$409.00 | \$0.00 | \$0.00 |
| Special Ed Voided | Agency PI | 26976 | 16244 | | Grand For | 9 | 111 | Grand For | Dakota Bc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$19,425.00 | \$19,425.00 | \$8,075.36 | \$11,349.64 | \$0.00 | \$11,349.64 | \$11,349.64 |
| Totals: Grand Forks Special | | | | | | | 540.78 | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$94,636.50 | \$94,636.50 | \$39,342.27 | \$55,294.23 | \$28,198.24 | \$27,095.99 | \$27,095.99 |

This report is an example of the excel report with filtering options. Note: the voided contracts currently appear with a balance, but filtering on the excel document can remove them from the list.

Special attention to contract type and what status contract is in. (approved, rejected, voided, pending...etc.)

Special attention to balance remaining.

Instruction Manual for Student Contract

Contracts reports should be run on a regular basis in order to keep the work flows moving and to enable reimbursement requests to be processed on a timely basis. Run them often, and communicate with resident districts and educators if there are questions, or concerns.

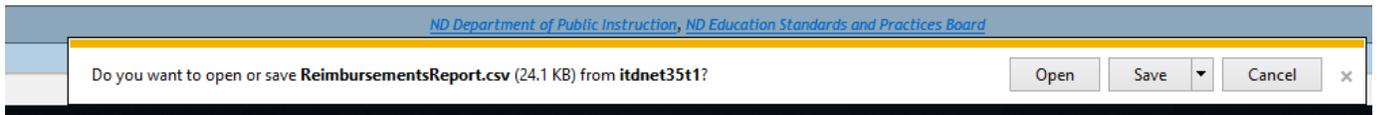
Reimbursement Reports

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. The 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](#).

The screenshot displays the 'Student Contracts' application interface. On the left-hand side, there is a navigation menu with the following items: Notifications, Regular Ed Contracts, Special Ed Contracts, All Contracts, Reimbursements, and Administration. The 'Reimbursements' item is highlighted, and a callout box with an arrow points to it, containing the text 'Click here for report on reimbursements'. The main content area on the right is titled 'Notifications of Placement' and includes a 'Filter Criteria' section with dropdown menus for Notification Agency, Educating Agency, Financially Responsible Agency, Status, and School Year, and input fields for Student First Name, Student Last Name, Student State ID, and Notification ID. Below the filter criteria, there are radio buttons for 'No Filter: Show all notifications', 'Custodial Parent/Legal Guardian', 'Residential Facility', 'Foster Family/Relative Placement', and 'Nonapplicable - School Placed'. A 'Search' button is located at the bottom of the filter criteria section.

Instruction Manual for Student Contract

This display indicates the querying information available for searching the reimbursements such as; unsubmitted, pending, or approved. Reimbursements that have been rejected, or reversed, can be queried also. Change the information in the queries fields to narrow down your search options. One of the best options for reporting reimbursements is running the report for the month (Final Status Date From: ex. 01-01-2018 To: 04-30-2018) in order to balance to the payment made to a school district, or to a special education unit. This report will create payments for both special and regular education and may need to be filtered if the focus is on only one of those types of contracts.



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.

| School Year: 2017-2018 | | | | | | | | | | | | | | | | | | | |
|---|----------|-----------|------------|------------|--------|-------------|----------|---------|-----|----|-------------------------|--------------|------------|---------|-------------|-----------------|-----------------|-------------------|-------------------|
| Boarding Reimbursement Claim Tuition Reimbursement Claims | | | | | | | | | | | | | | | | | | | |
| Contract # | Placemen | Reimburs- | Notificati | Contract # | Status | StudentID | Resident | Student | Nan | GR | District | Re Educating | Days Claim | Pending | Approved | Tuition + Servi | Tuition + Servi | Total Amount Paid | Final Status Date |
| Special Ed School Pla | 9413 | 28022 | 17094 | Approved | | ! Bismarck! | | | | | 7 Bismarck ; Bismarck 1 | | | 182 | \$5,289.72 | 8/24/2017 | 5/25/2018 | \$5,289.72 | 6/6/2018 |
| Special Ed School Pla | 9421 | 28024 | 17096 | Approved | | ! Bismarck! | | | | K | Bismarck ; Bismarck 1 | | | 182 | \$3,245.08 | 8/24/2017 | 5/25/2018 | \$3,245.08 | 6/6/2018 |
| Special Ed School Pla | 9420 | 28039 | 17107 | Approved | | ! Bismarck! | | | | | 9 Bismarck ; Bismarck 1 | | | 182 | \$11,844.44 | 8/24/2017 | 5/25/2018 | \$11,844.44 | 6/6/2018 |
| Special Ed School Pla | 9397 | 27969 | 17052 | Approved | | ! Bismarck! | | | | | 2 Bismarck ; Bismarck 1 | | | 182 | \$11,208.31 | 8/24/2017 | 5/25/2018 | \$11,208.31 | 6/5/2018 |
| Special Ed School Pla | 9257 | 27966 | 17053 | Approved | | ! Bismarck! | | | | | 1 Bismarck ; Bismarck 1 | | | 182 | \$1,760.10 | 8/24/2017 | 5/25/2018 | \$1,760.10 | 5/29/2018 |

The report is an example of the excel report with filtering options.