



# District Notification of Placement

Completion of SFN 18119  
In an Electronic Version

Kim Vega and Kenneth Steiner, September 1, 2009



# Century Code for Notification of Placement

- **Century Code 15.1-29-14**
- **(701) 328-1678**
- **[kasteiner@nd.gov](mailto:kasteiner@nd.gov)**



# Create ND State Login

- Website to create login is:  
<https://secure.apps.nd.gov/dpi/ndteach/sclogin.aspx>
- This site has all the links needed to create and verify login information
- All Users of the system will need a login name
- Users need login prior to DPI setting up Entity information
- Call Kim Vega or Ken Steiner after Administrative Users are determined
- Contact info page at end of training slides

# Student Contract log-in page

North Dakota Login: State of North Dakota - Windows Internet Explorer

https://secure.apps.state.nd.us/itd/ldap/registration.htm

File Edit View Favorites Tools Help

Registration

Steps: **Account Details** | Confirmation | Print Profile

### Business/Organization Account Details

Business/Organization accounts should only be used for online services related to the business or organization you represent

**Login Details**

\*North Dakota Login:

\*Password:

\*Confirm Password:

\*Business Email:

\*Confirm Business Email:

**North Dakota Login Requirements:**

- at least 3 characters long
- cannot be an existing ID

**Password Requirements:**

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

**Business/Organization Details**

\*Business Name:

\*Contact Name: First  MI  Last  Suffix

\*Address 1:

Address 2:

Address 3:

\*City, State, Zip    (555554444)

\*Country:

\*Telephone:  (2223334444) Ext.:

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# Definition of Entities

- Agency Making Notification
  - Includes state agencies, private educators, public schools....
- Educating provider
  - Includes private educators and public schools
- Financial Responsibility
  - Includes public school districts and DPI
    - State Responsible students will default to DPI

# Screen Shot of Entity Set UP

The screenshot shows a Windows Internet Explorer browser window displaying the 'Agency Set Up' page for 'Burleigh CSS'. The browser's address bar shows the URL: <https://secure.appstest.nd.gov/dpi/ndeducation/StudentContracts/Admin/Agency.aspx?id=>. The page header includes the North Dakota logo and the text 'North Dakota nd.gov Official Portal for North Dakota State Government'. The date 'Friday, September 04, 2009' is displayed in the top right corner. The main content area is titled 'NdEducation Logo/Branding/Images Student Contracts' and features a 'Student Contracts' tab. The page is for 'Test Cloud1 (profile) (sign out)' and shows the breadcrumb path '<< Agencies << Burleigh CSS'. The form fields are as follows:

- Agency Name: Burleigh CSS
- Phone: [Empty] ###-###-####
- Email: INVALID.Burleigh\_CSS@nd.gov
- Address: [Empty]
- City: [Empty]
- State: -- (dropdown menu)
- Zip Code: [Empty]
- Is In-State?:  (checked)
- Is Education Provider?:  (unchecked)

A 'Save' button is located at the bottom of the form. The footer of the page reads 'ND Department of Public Instruction, ND Education Standards and Practices Board'. The browser's status bar at the bottom indicates 'Trusted sites' and a zoom level of 100%.



# Role of Administrative User

- Entity – DPI office use
  - Contact -DPI office use
    - Administrative Users
      - Staff Users
- Point of contact
- Set up staff users
- Calls DPI with changes to entity information
- Calls DPI to add/delete Administrative Users
- Responsible for deleting unneeded Staff Users



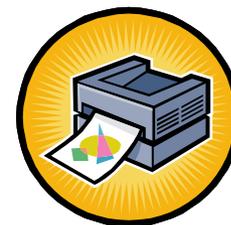
# Tasks in Electronic Contract Program

- Create & List Notifications
- Create & List Contracts
- Create reimbursements



# Login Instructions for Admn Users

- If needed, create your login ID
- Email [ksteiner@nd.gov](mailto:ksteiner@nd.gov) or [kvega@nd.gov](mailto:kvega@nd.gov) to let us know you are ready to start entering notifications. (be sure to include phone #)
- After we have received your email, we will contact you by phone to attach your login ID to the correct entity.
- Start entering staff users





# Role of Staff Users

- Create & List Notifications
- Create & List Contracts
- Create reimbursement
- Everything except make changes to entity set up and create other users

# Screen of User Set Up

Agency - Windows Internet Explorer

http://itdnet35t1/dpi/StudentContracts/StudentContracts/Admin/Agency.aspx?id=554

File Edit View Favorites Tools Help

Agency

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

Wednesday, October 21, 2009

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

**Student Contracts**

Load Test (profile) (sign out)

Student Contracts

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

Administration

- >>> Entity Users
- >>> Service Costs

<< Entity Users << Dickinson 1

Dickinson 1

Entity Code: 500021007

Is In-State?  Is Education Provider?

**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.

ND Login ID	Last Name	First Name	Email	Admin
✘ loadtest40	Test	Load	ecomell@state.nd.us	<input type="checkbox"/>
✘ loadtest41	Test	Load	ecomell@state.nd.us	<input checked="" type="checkbox"/>

Save

**Add User**

User Name:

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Select 'Entity Users' to create new staff users

# Creating a Notification

Notifications of Placement - Windows Internet Explorer

https://secure.appstest.nd.gov/dpi/ndeducation/StudentContracts/Placements/Notifications

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NdEducation Logo/Branding/Images

Student Contracts

Student Contracts

Test Cloud1 (profile) (sign out)

Notifications of Placement

Filter Criteria

Entity: --

Status: Active (Unsubmitted or Submitted)

School Year: --

Search

**IMPORTANT: Most entities making placements will deal primarily with List and Create Notifications**

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# Important Differences

- Notifying Agency will need the student's 10 digit State ID number- call resident or educating school district to obtain
- The school year for the notification needs to be identified.
  - Example are 2009-2010, 2010-2011, etc.
  - Fall to Summer defines the school year



# Parts 1-4 of the Notification Form

- Parts are identical to paper form SFN 18119
- Part 1 – Purpose of Notification
- Part 2 – Student Placement Information
- Part 3 – Residency Determination
- Part 4 – Notification or Electronic Signatures



# Placement Definitions

- **Part I Definitions:**
- Initial/New Placement – a first time notification for student's placement
- Annual Sept. 15<sup>th</sup> residency notification- required to be completed annually
- Discharge from placement

# Screen shot of Part 1

**Create Notification of Placement - Windows Internet Explorer**

http://itdnet3511/dpi/StudentContracts/StudentContracts/Placements/CreateNotification.aspx

File Edit View Favorites Tools Help

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**Student Contracts**

Load Test (profile) (sign out) << Create Notification of Placement Print Help

**Notification of Placement**

Student Contracts

» List Notifications

» Create Notification

» List Contracts

» List Reimbursements

Administration

» Entity Users

» Service Costs

Notification #:

Status: --

School Year: 2009-2010

**Part I. Purpose of Notification**

Purpose of Notification:

Placement Date: MM/DD/YYYY

- Initial placement
- Annual Sept. 15th residency notification
- Change in student placement
- Discharge from placement

**The correct school year must be selected.**

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# Screen Shot Part 2

**Create Notification of Placement - Windows Internet Explorer**

https://secure.appstest.nd.gov/dpi/ndeducation/StudentContracts/Placements/CreateNotification.aspx

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NdEducation Logo/Branding/Images

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

<< Create Notification of Placement

### Create Notification of Placement

#### Part II. Student Placement Information

Student State ID:

Student Name:

Student DOB:

Parent/Legal Guardian Name:

Address:

City:

State:

Zip Code:

Person or Agency with Legal Custody of Student:

Custody Order Date:  MM/DD/YYYY

**IMPORTANT: the Student's Name & DOB will default after the number is keyed in and the arrow button is selected.**

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Done Trusted sites 100%

# Screen Shot of Part 3

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Friday, August 28, 2009

## NdEducation Logo/Branding/Images

Student Contracts

**Student Contracts**

Test Cloud1 (profile) (sign out)

Student Contracts

- >>> List Notifications
- >>> **Create Notification**
- >>> List Contracts
- >>> List Reimbursements

Administration

- >>> Manage S...
- >>> Entity Us...
- >>> Statewid...
- >>> Services
- >>> Service C...

<< Create Notification of Placement

### Create Notification of Placement

**Part III. Residency Determination - Payment of Tuition**

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

**Part IV. Notification**

Agency Making Notification: --

Educating Provider: --

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By selecting the first option, a student must have a local school district with financial responsibility.

**IMPORTANT:** Options 2 through 5 indicate a ND State Responsible Student.

The school placed option will be chosen by the local school districts.

# Screen Shot of Part 4

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

NdEducation Logo/Branding/Images

Student Contracts

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

<< Create Notification of Placement

### Create Notification of Placement

Part IV. Notification

Agency Making Notification: --

Educating Provider: --

Financial Responsibility: --

Create Notification

Friday, August 28, 2009

Done

100%

The user's assigned entity name will default to agency making notification

Creator of notification will need to select Educating Provider and the Resident district or Financially Responsible school

**IMPORTANT:** If you do not find the entity providing education, or the resident school district for financial responsibility,

# Submit or Save or Void

Notification of Placement - Windows Internet Explorer

https://secure.appstest.nd.gov/dpi/ndeducation/StudentContracts/Placements/Notification.aspx?id=474

File Edit View Favorites Tools Help

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Wednesday, September 16, 2009

NdEducation Logo/Branding/Images

Student Contracts

Student Contracts

Test Cloud2 (profile) (sign out)

<< Create Notification of Placement << Notification of Placement

Print Help

### Notification of Placement

Notification of Placement Created

**Part IV. Notification**

Agency Making Notification: Burleigh CSS

- INVALID.Burleigh\_CSS@nd.gov

Educating Provider: Mandan 1

701-663-9531 - INVALID.Wilfred.volesky@sendit.nodak.edu

Financial Responsibility: Bismarck 1

701-323-4054 - INVALID.paul\_johnson@bismarckschools.org

Save Submit Notification Void Notification

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# Email Notification

- Submission
- Voids
- Contract Approvals
- Reimbursement Approvals

# Query for Notifications

Notifications of Placement - Windows Internet Explorer

https://secure.appstest.nd.gov/dpi/ndeducation/StudentContracts/Placements/Notifications.aspx

File Edit View Favorites Tools Help

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

NdEducation Logo/Branding/Images

Student Contracts

Student Contracts

Test Cloud2 (profile) (sign out)

Student Contracts

>>> List Notifications

>>> Create Notification

>>> List Contracts

>>> List Reimbursements

Administration

>>> Manage Staff

>>> Entity Users

>>> Statewide Configuration

>>> Services

>>> Service Costs

<< Notifications of Placement

Notifications of Placement

Print Help

Filter Criteria

Entity: --

Status: Active (Unsubmitted or Submitted)

School Year:

Search

All

Submitted

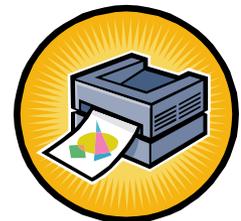
Unsubmitted

Voided

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# Additional Information

- Expect to see minor changes
- Contact Information
  - Ken Steiner, 328-1678
    - [ksteiner@nd.gov](mailto:ksteiner@nd.gov)
  - Kim Vega, 328-2175
    - [kvega@nd.gov](mailto:kvega@nd.gov)
- <https://secure.apps.nd.gov/dpi/ndteach/sclogin.aspx>
  - Website for accessing student contract system
    - add to favorites





# Check List

- Everyone needs a login name established with the State of ND – see slide 3 for website
- Call Ken or Kim to set up entity information and administrative users - see slide 23
- Administrative Users can then start entering staff users
- All may start entering notifications

