



SCHOOL DISTRICT NOTIFICATION OF STUDENT PLACEMENT

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

SCHOOL FINANCE AND ORGANIZATION

SFN 18119 (revised 07-2016)

Part I. Purpose of Notification (check one)

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

Part II. Student Placement Information

Student's Name		Date of Birth	Grade Level
Admitting School/District (where student attends during placement)			
Residential Facility or name of Licensed Foster Care Provider	License No.	Placement Address	
Non-Licensed Placement (Family Placement)		Placement Address	
Person or Agency with Legal Custody of Student		Address	
Placing Agency (or funding agency for parental placements)			
Custody order date	Placement date	Discharge date	

Part III. Residency Determination – Payment of Tuition

Name of student's custodial parent or legal guardian	Address
Basis for Residency Determination (check one): <input type="checkbox"/> 1. Student's custodial parent is resident of North Dakota <input type="checkbox"/> 2. Student's custodial parent is not a resident of North Dakota <input type="checkbox"/> 3. Parental rights have been terminated <input type="checkbox"/> 4. Student no longer has a custodial parent <input type="checkbox"/> 5. All reasonable efforts to locate a parent or legal guardian have been unsuccessful	
Tuition Responsibility: <input type="checkbox"/> Resident School District (if 1 checked above) <input type="checkbox"/> Department of Public Instruction (if 2-5 checked above)	Name and Address (for Tuition Responsibility)

Part IV. Agency Responsible for Notification

Name of Person Completing this Form	Title	Date	
Agency Name			
Agency Address	City	State	Zip

Confidentiality Notice: Information on this form is for the sole use of intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, distribution, or copying is prohibited. If you are not the intended recipient, please contact the sender and destroy/delete all copies of this form.

Distribution: One Copy to Admitting School/District
One Copy to Party Responsible for Tuition – (Resident School District or Department Public Instruction)
One Copy to file

PURPOSE OF THIS FORM

North Dakota Century Code section 15.1-29-14 establishes the requirements for residency determination and payment of tuition for students placed for non-educational purposes. Eligible placements are those made by a state court, tribal court, juvenile services or county/state social service agencies into a state-licensed foster home, state-licensed child care home or facility, or a state-operated institution. Students placed voluntarily by a parent or legal guardian into a state-licensed child care home, facility, or program defined in sections 25-01.2-01 and 50-11-00.1 that are located either within or outside the student's school district of residence are also eligible.

The placing agency is required to provide timely notification of the initial placement and all subsequent placements to the student's school district of residence and to the admitting school or district. The placing agency is also required to provide notice of the placement as of September 15th of each year. Once established the resident district remains unchanged until the following September 15th.

This form serves as the official documentation for the notification process.

INSTRUCTIONS FOR COMPLETING THIS FORM

Part I – Purpose of Notification

Check the box indicating the purpose of this form. This form must be completed at the initial placement, all subsequent placements into a new school or district and annually at September 15th.

Part II – Student Placement Information

Use this section to identify information relating to the student's placement including the school where the student attends during placement, the name and address of the party with legal custody, and custody order, placement and discharge dates (as applicable). If the placement is with a licensed foster care family, a license number must be provided. If the placement is with a non-licensed foster care family, use the "Non-Licensed" block to fill in the necessary information.

Part III – Residency Determination – Payment of Tuition

This section is used to determine the resident district responsible for the educational costs for the student. A student's school district of residence is the district in which the student's custodial parent resides. The Department of Public Instruction will be the party responsible for tuition in cases where the parent relocates out of state, a court has ordered the termination of parental rights, the student no longer has a custodial parent, or all reasonable efforts to locate a parent or legal guardian have been unsuccessful. Consult North Dakota Century Code section 54-01-26 for rules for determining residence.

Part IV – Agency Responsible for Notification

Enter the name of person completing this form and their contact information. The notice must be sent to the admitting school/district and the party identified with tuition responsibility. The preparer should also maintain a copy for their records. The notice may be transmitted on paper or electronically. Keep in mind that information transmitted on this form is confidential and is protected by student record laws.