



**REQUEST FOR EMERGENCY DECLARATION STATE AID
ELIGIBILITY
STATE OF NORTH DAKOTA**
SFN 51826 (Rev. 1-2009)

RETURN TO:
Department of Public Instruction
School Approval and Accreditation
600 E Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

This form is due in the School Approval and Accreditation office – May 1.

North Dakota Century Code §15.1-27-23. Weather or other emergency conditions – Closure of Schools – State payments to school districts permits the Governor to grant a waiver in the event severe weather or other emergency conditions cause a school or school district to close or provide less than a full day of instruction. However, the school or school district must first make every effort to reschedule classes so that students receive at least one hundred seventy-three full days of instruction. In order to apply for the waiver, the request must be submitted by May 1. This timeframe allows time for the Governor to consider the request and time to make up the requested days in the event the request is denied.

Section I.

Please complete the district's contact information requested below. The Governor's Office will advise the school district and the Department of Public Instruction of its decision.

District Name		County Number	District Number
Mailing Address	City	State	Zip Code + 4
Contact Person	Position	Telephone Number	
E-mail Address		Fax Number	
Signature		Date	

North Dakota Century Code § 15.1-06-04 School calendar – Length defines that for the 2008-09 school year, a full-day of instruction consists of a minimum of five and one-half hours per day of instruction at the kindergarten and elementary level and six hours per day of instruction at the high school level. If a school's calendar provides for an extension of each school day beyond the statutorily required minimum number of hours, and if the extensions when aggregated over an entire school year amount to more than eighty-four hours of additional classroom instruction during the school year, the school is exempt from having to make up six hours of instruction time lost as a result of weather-related closure. In order to make up lost classroom instruction time beyond the six hours, the school must extend its normal school calendar day by at least thirty minutes.

Section II.

Please complete this form to indicate school days that were cancelled as a result of severe weather or other emergency conditions. In this section, please indicate the length of school day, summary of school closures due to weather or emergency conditions, rationale for undue hardship, and the district's best attempts to make up the requested waiver days.

Length of school day in hours as reported on the fall calendar:			
_____ Kindergarten	_____ Elementary	_____ Junior High/Middle	_____ High School

Dates school was cancelled due to weather or emergency condition	Reason for cancellation (i.e. inclement weather, boiler failure, gas leak that could risk student safety, etc.)	Date cancellation was made up or indicate if requesting a waiver	For dates in which a waiver is requested, please provide reasoning for which the rescheduling of classes would create undue hardship to the district on the next page.

Date of cancellation in which a waiver is requested	Reasoning for which the rescheduling of classes would create undue hardship to the district

Please describe what the district has done to make every effort to reschedule classes so that students receive at least 173 instructional days.

Before the *Request for Emergency Declaration State Aid Eligibility* (SFN 51826) can be submitted or is eligible for review by the Governor's Office, the school district must:

1. Account for, and utilize, two or more weather related closure days accounted for in their school calendars.
2. Provide a *School Calendar Amendment Request* in the form of a memo or letter to the Department of Public Instruction demonstrating that the district has made every attempt to ensure 173 instructional days are provided to their students. The *School Calendar Amendment Request* must show the district's plans for exhausting all eligible and potential instructional days remaining in the school calendar. These dates may include non-mandated holidays (please reference NDCC § 15.1-06-02-- School Holidays), preplanned breaks, days between last day of school and scheduled high school graduation, or Saturdays.
3. Exercise all options outlined in the district's *School Calendar Amendment Request*. A district's undue hardship rationale and *Request for Emergency Declaration State Aid Eligibility* (SFN 51826) will only be considered after the school district has exercised all options outlined in their *School Calendar Amendment Request*.