

## EDUCATION REPORTING REQUIREMENTS

This memorandum is in response to a request for information regarding statutory and administrative code provisions relating to various education reporting requirements. The following list includes summaries of North Dakota Century Code and Administrative Code sections that include reporting requirements related to education.

### NORTH DAKOTA CENTURY CODE REPORTING REQUIREMENTS

North Dakota Century Code Section	From	To	Report
11-14-14	County treasurer	County superintendent of schools	Annual itemized statement of all funds remitted by the treasurer to the business manager of each school district during the preceding year. Statement in conformity with forms prepared by the Superintendent of Public Instruction for the annual report of school district business managers.
15.1-02-08	School districts and regional education associations	Superintendent of Public Instruction	Accounting, budgeting, and reporting requirements in uniformity with software standards determined by the Superintendent of Public Instruction. Superintendent develops the uniform system for the reporting of data.
15.1-02-09	Superintendent of Public Instruction	Governor, Legislative Council, Secretary of State	Annual report on the financial condition of school districts by the end of February. Secretary of State sends report to the State Archivist.
15.1-02-13	School districts	Superintendent of Public Instruction	Teacher compensation data before September 11 <sup>th</sup> each year. Superintendent of Public Instruction forwards to Governor and Legislative Council.
15.1-02-15	Superintendent of Public Instruction	Interim, standing, or conference committee	Language of the federal No Child Left Behind Act of 2001 or the federal regulation, and citation, which sets forth the requirement being potentially affected by a bill or amendment under consideration.
15.1-02-17	Superintendent of Public Instruction	Interim No Child Left Behind Committee	Proposed changes to the state accountability plan under the No Child Left Behind Act before submitting to the United States Secretary of Education.
15.1-04-01	Education Commission of the States - Compact for Education	Governor and Legislative Assembly	Annual report of the commission activities during the preceding year. Additional reports, as the commission deems necessary.
15.1-04.1-01	Interstate Commission - Compact on Educational Opportunity for Military Children	Legislatures, governors, judiciary, and state councils	Annual report of the commission activities during the preceding year, including accounts of all receipts and disbursements in an audit by a certified or licensed public accountant, and any recommendations adopted by the commission.
15.1-06-06	School district superintendent	Superintendent of Public Instruction	Compliance report to obtain certification for public school approval by October 1, or the date provided by extension.
15.1-06-06.1	Administrator of a nonpublic school	Superintendent of Public Instruction	Compliance report to obtain certification for nonpublic school approval by October 1, or the date provided by extension.
15.1-06-08	Superintendent of Public Instruction	Legislative Council	If an application for a waiver from rules governing the accreditation of schools is approved, the Superintendent must report the rule waived, reasons why, and time period for the waiver. If denied, the Superintendent must also report with a notice of denial.

North Dakota Century Code Section	From	To	Report
15.1-06-08.1	Superintendent of Public Instruction	Legislative Management	If an application for a waiver of statute is approved, the Superintendent must report why, and the time period of the waiver. If denied, the Superintendent must also report with a notice of denial.
15.1-06-08.2	Superintendent of Public Instruction	Legislative Management	Annual report regarding the innovative education program.
15.1-06-09	State Fire Marshal	Superintendent of the school district and the Superintendent of Public Instruction	Inspection report every 3 years regarding the status of each public school. If deficiency, school district superintendent shall submit a plan of correction to the State Fire Marshal. If the State Fire Marshal's report discloses an imminent fire hazard, the State Fire Marshal must report to the school board, the school district superintendent, and the Superintendent of Public Instruction.
15.1-06-10	State Fire Marshal	Administrator of a nonpublic school and the Superintendent of Public Instruction	Inspection report every 3 years regarding the status of each nonpublic school. If deficiency, the administrator of the school shall submit a plan of correction to the State Fire Marshal. If the State Fire Marshal's report discloses an imminent fire hazard, the State Fire Marshal must report to the administrator of the school and the Superintendent of Public Instruction.
15.1-06-18	Public school principal	School district superintendent	Annual school report on forms provided by the Superintendent of Public Instruction. School district superintendent forwards to the Superintendent of Public Instruction, who forwards to the Governor. The Governor convenes an ad hoc review committee to review the information and make necessary changes to the information-gathering format.
15.1-07-07	President of a school board and the school district business manager	County auditor	Election results increasing a school district's limit of indebtedness.
15.1-07-10	School district business manager	School board	Monthly report of receipts, expenditures, and balances in an established activities fund for the support of school-related extracurricular activities.
15.1-07-11	School district superintendent or another school administrator	School board	Monthly report of checks drawn, the payee, and the purpose of each check drawn against an established revolving fund from which to pay incidental expenses.
15.1-07-16	Board of a school district	Superintendent of Public Instruction	A school district organized after the annual enumeration has been taken must immediately take the enumeration. Once the superintendent has received the enumeration, the district receives its share or apportioned funds.
15.1-07-20.1	School district business manager	Board of a school district	All financial reports statutorily mandated or requested by the board.
15.1-07-25.1	Each high school	North Dakota University System	A list of all students enrolled in grades 10 and 11 as of April 15 <sup>th</sup> each year, addresses, and phone numbers. University System forwards to institutions under the control of the State Board of Higher Education and each nonpublic university and college in the state.

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15.1-07-26	Board of a school district	Official newspaper of the district	Notice the report of the planning process, which occurs between January 1 and June 30 of every even-numbered year addressing the effects that demographics might have on the district in the ensuing 3 to 5 years, is available upon request.
15.1-07-32	School district	Superintendent of Public Instruction	Verifying the amount of time each student performance strategist expended tutoring students in a one-on-one or group setting, or providing instructional coaching to teachers, at the time and manner directed by the Superintendent of Public Instruction.
15.1-07-34	School district	Department of Public Instruction	Professional development hours relating to behavioral health training.
15.1-09-35	Board of a school district	County superintendent of schools and official newspaper of the district	Condition of all schools in the district, including financial condition and educational progress of students enrolled in each school.
15.1-09-50(9)	Board of education of the City of Fargo	Mayor and the city council	Ordinances and regulations necessary for the protection, safekeeping, and care of the schools, lots, sites, appurtenances, and all property belonging to the city, connected with and appertaining to the schools, and to suggest proper penalties for the violation of the ordinances and regulations.
15.1-09-57	Education Standards and Practices Board	Legislative Council	All requests, each school year, for temporary exceptions to the rule that an individual must be licensed to teach in a particular course area or field to fill a position in that area. The report must include the board's response to each request and the rationale.
15.1-09-59	School district	Superintendent of Public Instruction	Insurance on all school buildings and inventory. Superintendent of Public Instruction verifies.
15.1-09.1-08	Board of regional education association	Superintendent of Public Instruction	Annual expenses incurred by the association.
15.1-09.1-12	Regional education association	State Board of Public School Education	Audit of the regional education association by a certified or licensed public accountant once every 2 years.
15.1-11-04	School districts	County superintendent of schools	Receive copies and review all reports submitted to the Superintendent of Public Instruction by school districts having their administrative headquarters in the county.
15.1-11-04	County superintendent of schools	Superintendent of Public Instruction	Statistics requested by the Superintendent of Public Instruction.
15.1-11-04	County superintendent of schools	Appropriate county committees	Information regarding school district annexations, reorganizations, and dissolutions.
15.1-12-09	Board of school districts planning to reorganize	County superintendents of schools having jurisdiction of the major portion of property in each participating school district	The reorganization plan. County superintendents must give notice and schedule a hearing (Section 15.1-12-10). If plan is rejected, the county committee may hold a public hearing for a revised plan after 3 months. Revised plan submitted to the state board for approval (Section 15.1-12-13).

North Dakota Century Code Section	From	To	Report
15.1-12-27	County superintendent of schools	Official newspaper of counties and business managers of each high school district adjacent to dissolving district	Notice of public hearing regarding the dissolution of the district and the subsequent attachment of the property to other high school districts. If approved, all information reported to the state board. If approved, reported to Job Service North Dakota.
15.1-13-27	Education Standards and Practices Board	Business manager of a school district employing an individual with a revoked or suspended license, the individual, each county superintendent of schools, and the Superintendent of Public Instruction	Notice of the suspension or revocation.
15.1-13-36	Education Standards and Practices Board	Interim Committee designated by the Legislative Management	Responses and results of board electronic survey results at the time and manner requested by the committee.
15.1-14-03	Board of a school district	School district superintendent	Annual report of the superintendent's job performance evaluation.
15.1-14-07	Board of a school district	Education Standards and Practices Board	Report on the discharge of a superintendent for cause.
15.1-14-13	Board of a multidistrict special education unit	Director of a multidistrict special education unit	Annual report of the director's job performance evaluation.
15.1-14-17	Board of a multidistrict special education unit	Education Standards and Practices Board	Report of the discharge of a director for cause.
15.1-14-23	Board of area career and technology center	Director of an area career and technology center	Annual report of the director's job performance.
15.1-14-27	Board of an area career and technology center	Education Standards and Practices Board	Report of the discharge of a director for cause.
15.1-15-01	School district	Teachers, principals, and superintendents	Annual reports of job performance.
15.1-15-11	School district	Education Standards and Practices Board	Report of the discharge of a teacher, principal, or superintendent for cause.
15.1-16-15	Factfinder appointed by the Education Factfinding Commission	Education Factfinding Commission	Findings regarding an impasse during negotiations between the board of a school district and a representative organization. Commission must issue a recommendation and report it to the board of a school district and the representative organization within 40 days from the date the commission is asked to provide assistance.
15.1-16-21	Board of a school district	Superintendent of Public Instruction	Inability to fill a vacant position by 45 days prior to the start of the district's school calendar.
15.1-19-13	Teacher	School principal	Knowledge of a student using, possessing, or delivering alcohol or a controlled substance.
15.1-20-03.1	School districts and nonpublic schools	Superintendent of Public Instruction	Data regarding school attendance in the time and manner directed by the Superintendent of Public Instruction.
15.1-21-08.1	School districts	Superintendent of Public Instruction	Parental directives directing school district not to administer state tests or assessments to the student.
15.1-21-10	Superintendent of Public Instruction	Legislative committee designated by Legislative Management	Compilation of state assessment or test scores.

North Dakota Century Code Section	From	To	Report
15.1-21-12	School district	Superintendent of Public Instruction	Annual report regarding the amount and use of funds for professional development.
15.1-21-18	School district	Superintendent of Public Instruction	Compliance with career interest inventory consultation with students requirements.
15.1-21-19	School district superintendents or school administrators for nonpublic schools	Superintendent of Public Instruction	Number of 11 <sup>th</sup> grade students who took the ACT Aspire or WorkKeys assessment, and those who were exempt from the requirements.
15.1-23-02	School district superintendent or the county superintendent of schools if no district superintendent	Superintendent of Public Instruction	Statements of intent filed with the school district superintendent by parents intending to supervise home education.
15.1-23-05	Parent supervising home education	School district superintendent or administrator	Annual records of courses taken and academic progress assessments if the child transfers to a public school district.
15.1-23-07	Individual assigned to monitor a child receiving home education if a parent is not qualified to supervise	School district superintendent or the county superintendent	The child's progress, twice annually.
15.1-23-08	Individual administering a standardized achievement test to a child receiving home education	School district of residence	Notification of test administration.
15.1-23-09	Parent of a child receiving home education	School district	Objection to the use of standardized achievement tests.
15.1-23-11	Parent supervising home education	School district superintendent	Results of standardized achievement tests.
15.1-23-15	Parent supervising home education of a child with a developmental disability	School district superintendent and Superintendent of Public Instruction	Three reports annually prepared by a service plan team.
15.1-23-17	Parent of a child receiving home education	School district, approved nonpublic high school, or center for distance education	Description of course material covered in each high school subject, and a transcript of the child's performance in grades 9 through 12 for the purpose of obtaining a high school diploma.
15.1-24-03	Law enforcement	Chemical abuse preassessment team	Chemical abuse violations by students.
15.1-24-05	Law enforcement agency	School principal	Probable cause to believe a student has violated various statutory provisions. Report is forwarded to the school's chemical abuse preassessment team.
15.1-25-02	Postsecondary institution accredited by a national or regional accrediting organization recognized by the United States Department of Education.	School district superintendent	Successful completion of a course for postsecondary credit.

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15.1-27-02	School district	Superintendent of Public Instruction	Student attendance report, financial report, fall enrollment report, and personnel report forms by October each year. The school district must also report taxable value and mill levy certification on or before December 15 <sup>th</sup> each year.
15.1-27-20	School district	Superintendent of Public Instruction	All information necessary for the processing of the claim for state aid payments.
15.1-27-25	State Auditor	State Treasurer	The amount of money the state received during the preceding calendar quarter for royalties under federal law for the distribution to counties and school districts.
15.1-28-03	Office of Management and Budget	Superintendent of Public Instruction	Amount of the state tuition fund.
15.1-29-04	Admitting school district	Superintendent of Public Instruction	If tuition payment is not received by an admitting school district from a paying school district within 60 days after the date on which payment is due.
15.1-29-06	Admitting school district	Superintendent of Public Instruction	Failure by the school district of residence to pay a student's tuition or sign the tuition waiver contract.
15.1-29-14	Placing agency	School district and Superintendent of Public Instruction	Determination regarding the student's school district of residence.
15.1-32-18(5)	School district	Superintendent of Public Instruction	Notice that the district spent more than 2 percent of its annual budget on special education and related services to one student.
15.1-33-03	Multidistrict special education unit	Superintendent of Public Instruction	Organizational plan.
15.1-33-06	Board of school district	Board of multidistrict special education unit and Superintendent of Public Instruction	Withdrawal from multidistrict special education unit.
15.1-33-07	Board of multidistrict special education unit	Superintendent of Public Instruction	Annual plan regarding special education and related services.
15.1-34-04	State Department of Health or the State Fire Marshal	Department of Human Services	Inspection report of any home boarding students with disabilities.
15.1-35-05	Public or private entity participating in a child nutrition or food distribution program	Superintendent of Public Instruction	Reporting requirements within rules adopted by the Superintendent of Public Instruction.
15.1-37-03	North Dakota Early Childhood Education Council	Governor and Legislative Assembly	Biennial report regarding findings and recommendations of early childhood education, care, and services in the state.
15.1-37-08	Early childhood education providers	Superintendent of Public Instruction	Reporting of data required at the time and in the manner requested by the Superintendent of Public Instruction.
23-07-02	Elementary schools, secondary schools, colleges, and universities	State Department of Health	Knowledge of any reportable diseases.
23-07-17.1	Parent of student	School district of residence	Certification of immunizations or exceptions.

North Dakota Century Code Section	From	To	Report
25-07-10	School administrator or a doctor	North Dakota School for the Deaf	Information regarding persons under age 21 who are deaf or hard of hearing.
26.1-22-09	State Board of Higher Education and school district business manager	Insurance Commissioner	The insurable value of each building belonging to the state.
50-25.1-03	Teacher or administrator	Department of Human Services	Knowledge of or reasonable cause to suspect child abuse or neglect.
50-25.1-04	Teacher or administrator	Department of Human Services	Method of reporting child neglect or abuse.
54-10-14	School district	State Auditor	Annual audit reports.
57-15-30.2	School district	County auditor	Financial report for the preceding calendar year.
57-51-15(7)	School district	Tax Commissioner	Annual report for the fiscal year relating to gross production tax allocation.

**NORTH DAKOTA ADMINISTRATIVE CODE REPORTING REQUIREMENTS**

North Dakota Administrative Code Section	From	To	Report
67-11	Teachers	Department of Public Instruction	Multiple sections and requirements regarding credentialing and standards.
67-12-01-05	North Dakota Highway Patrol	Department of Public Instruction	Findings of school bus inspections.
67-15-02-09	School seeking approval for a reconfiguration of instructional days	Superintendent of Public Instruction	Periodic reports with details of the reconfiguration.
67-16-01-06	School district	Department of Public Instruction	Monitoring reports and completion rate data of alternative education programs.
67-19-02-09	School district	Superintendent of Public Instruction	Monitoring reports of approved waivers of accreditation standards or instructional time.
67-21-01-13	Local agencies eligible for participation in school lunch programs	Department of Public Instruction	Annual operating report.
67-21-06-07	Local agencies eligible for participation in the food distribution program	Department of Public Instruction	Excess donated food inventory, if any, reported annually.
67-22-01-02	Department of Public Instruction	Local board of education and district superintendent	Notification a school district has violated one or more provisions of law. Additional notification to the Superintendent of Public Instruction, Director of Fiscal Management, and Director of School Finance if corrective action is not completed.
67-23-02-03	School district	Superintendent of Public Instruction	Required notification and forms for an independent education program for a student with disabilities.

North Dakota Administrative Code Section	From	To	Report
67-23-03-02	School district	Department of Public Instruction	Data reports for eligibility for available federal funds for special education.
67-28-01-01	School district	Department of Public Instruction	The designated program representative's status who serves as a contact for English language learner student services data.
67-28-01-06	English language learner program	Department of Public Instruction	Systematic evaluation and reporting plan.
67-28-01-07	English Language Learner Advisory Committee	Superintendent of Public Instruction	Findings and recommendations on the development of rules, documents, standards, instruction, and proficiency assessments for English learners.
67-28-01-08	School district	Department of Public Instruction	Applications and reports regarding the English language learner program.
67-21-03-05	Local agencies eligible for participation in the special milk program	Department of Public Instruction	Applications and compliance reports.
67-21-02-05	Local agencies eligible for participation in the school breakfast program	Department of Public Instruction	Applications and compliance reports.
67-21-01-05	Local agencies eligible for participation in school lunch programs	Department of Public Instruction	Applications and compliance reports.
67.1-01-01-01(2)(b)	Education Standards and Practices Board members	Director of the Board	Written report of attendance at subcommittee meetings.