

## School District Notification and Contract Users Login Instructions and Resource Links

The ND Department of Public Instructions' (NDDPI) form, SFN 18119, will serve as the official document in all instances for the notification required by NDCC 50.1-29. Electronic submission is the preferred method of submission. The electronic notification system can be accessed at:

<https://secure.apps.nd.gov/dpi/ndteach/ScLogin.aspx>. It will be helpful if you save the websites as a bookmark, or as a favorite for future reference.

This application requires users to establish a ND State login ID, and link this ID to the placing agency, or responsible school. To determine if you have a current login, see link titled, "[Not Sure?](#)" on login page.

If you are new to the notification and contract website, you will need to create a login ID. This can be done by clicking on the link labeled "[Register Now!](#)" You will be asked to provide your name, company name, address, email and other security questions which help identify the user. Users who already have a ND Login ID, but may have forgotten their ID, or password, can use the links "[Forgot Login](#)" or "[Forgot Password](#)" on the login-page which will provide assistance.

**IMPORTANT:** After you have created a login ID, current entity users for your agency, or school, will need to add your user login to the current list of entity users. DPI Administrators may also add your user login ID for access. This step must be completed before you may gain access to the notification and contract system.

Training for the site can be found at: <https://www.nd.gov/dpi/education-programs/special-education> (After opening this link, click on the Fiscal plus sign. This will expand to include other fiscal options. **Student Contracts & Notification System - Training** is located at the bottom of the option list.)

Questions related to the form, or websites should be directed to Kim Vega, (701)328-2175. Questions relating to school district notification and district responsibility can be directed to Steve Snow, (701) 328-2236 (701)328-2236 at NDDPI.

**School District Notification and Tuition Responsibility** The following link contains a brief explanation of tuition, and excess cost payments and responsibility. This link also provides a resource guide published by NDDPI School Finance Unit regarding non-resident tuition, excess cost reimbursement, and school district notifications. Contact information for the ND Teach Student Contract System is provided for your convenience. <https://www.nd.gov/dpi/districtschools/finance-operations/finance/tuition-and-excess-cost-reimbursement>