

3 and 5-Year Planning Documents

The following planning forms were developed by DPI and NDSBA. The final form will have to be duplicated to accommodate the number of “categories” you address in your plan.

The forms for “course offerings” and “graduation requirements” have not been updated to reflect changes in law so are no longer included. To review and address the new requirements see NDCC 15.1-21. It is critical that districts ensure all required courses are offered in such a way that students have the opportunity to meet graduation and scholarship requirements.

If updated curriculum forms are developed by DPI, they will be posted on NDSBA’s webpage.

School District 3 and 5-Year Planning Documents

North Dakota Century Code 15.1-07-2 requires districts to engage in a long-term planning process during each even-numbered year. NDSBA has posted forms on this Website to help you organize data for your planning process. Sample worksheets are also provided to assist in the goal-setting portion of your planning.

15.1-07-26. School district demographics – Long-term planning process

1. Between January first and June thirtieth of every even – numbered year, the board of each school district shall invite the public to participate in a planning process addressing the effects that demographics might have on the district in the ensuing three-year and five-year periods, and specifically addressing potential effects on:
 - a. Academic and extracurricular programs;
 - b. Instructional and administrative staffing;
 - c. Facility needs and utilization; and
 - d. District tax levies.
2. At the conclusion of the planning process, the board shall prepare a report, publish a notice in the official newspaper of the district indicating that the report is available, and make the report available upon request.

**SCHOOL DISTRICT LONG-TERM
DEMOGRAPHICS PLAN**

NDCC §15.1-07-26

We, the School Board and superintendent/business manager of the _____

School District have completed the data gathering that was outlined in NDCC 15.1-07-26 and provided the information at public information presentations for our patrons and sought their responses regarding our future course of action. Those responses and alternatives are also reported as part of our completed plan.

Signature of School Dist. Supt/
Business Manager

Signature of School Board President

Dated this _____ day of _____, _____.

Fall Enrollment

Category	Current	1 Year Projected	3 Year Projected	5 Year Projected
Pre-K Enrollment				
Kindergarten Enrollment				
Grade One Enrollment				
Grade Two Enrollment				
Grade Three Enrollment				
Grade Four Enrollment				
Grade Five Enrollment				
Grade Six Enrollment				
Grade Seven Enrollment				
Grade Eight Enrollment				
Grade Nine Enrollment				
Grade Ten Enrollment				
Grade Eleven Enrollment				
Grade Twelve Enrollment				
K-6 Total Enrollment				
7-9 Total Enrollment				
10-12 Total Enrollment				
7-12 Total Enrollment				
K-12 Total Enrollment				

Enrollment History and Projections

	- 10 Years	- 5 Years	Present	% Change*	+ 3 Years	+ 5 Years	% Change **	Trend (+/-)
Pre K								
Kindergarten								
1-6 Grade								
7-8 Grade								
9-12 Grade								
Total								

* Percentage of change from previous 10 years to present

** Percentage of change from present to 5 year projection

General Fund Revenues, Expenditures, Balances

Year	Revenues	Expenditures	Balances
_____ to _____			
_____ to _____			
_____ to _____			
_____ to _____			
_____ to _____ Current			

Expenditures/Pupil

Year	General Fund Budget	Pupils	Expenditures/Pupil
_____ to _____			
_____ to _____			
_____ to _____			
_____ to _____			
_____ to _____ Current			

Mill Levies

Year	General Tuition	Building	Other	Total
_____ to _____				
_____ to _____				
_____ to _____				
_____ to _____				
_____ to _____ Current				

Instructional Staff

	Current Staff	Projected	
		3 Yr. Projected	5 Yr. Projected
K			
1-6			
7-8			
9-12			

*Note: By 2006 all teachers must be highly qualified.

Administrative Staff

	Current Staff	Projected	
		3 Yr. Projected	5 Yr. Projected
K			
1-6			
7-8			
9-12			

Courses/Services Receiving Through REA

Courses/Services Potentially Accessible Through REA

Overview of Facilities

Facility	Grade Level	Capacity	% of Capacity

Facility Upgrades Needed (please list): e.g. Fire code, ADA compliance, energy efficiency, air quality, facility security, technology upgrades, etc.

**Anticipated Effects of Demographic Changes
On the Following**

Academic and extracurricular programs:

Instructional and administrative staffing:

Facility needs and utilization:

District tax levies:

Student Achievement:

**Plans of Action to Address the
Effects of Demographic Changes on the Following**

Academic and extracurricular programs:

Instructional and administrative staffing:

Facility needs and utilization:

District tax levies:

Student Achievement:

CATEGORY: TREND:

Goal Statement:

Objective:

Action Step(s)	Person(s) Responsible	Deadline
1.		
2.		
3.		
4.		