

NOTE: All information in ***bold italics*** is changeable based on the specific type and location of a disaster.

Subject Line: Important Disaster Information from the U.S. Department of Education

Body:

Dear <<President Name>>,

The U. S. Department of Education (Department) is sending this notification because the following location may have been impacted by ***Specify Disaster Type (such as Wildfires, Floods, Hurricanes, Tornadoes, Winter Storms, Mudslides, Earthquakes, Pandemics, etc.)***.

<<OPEPID>>

<<School Location Name>>

<<Street Address Line 1>>

<<Street Address Line 2>>

<<City>>, <<State>> <<Zip Code>>

Although this notification is being sent separately to both the President and Financial Aid Administrator listed for each participating Title IV location, **only one response is requested**.

To assist the Department and help us better serve the impacted institutions, we are kindly requesting that all institutions voluntarily provide the ***appropriate Regional Office*** School Participation Division an update on the operating status and any ***Disaster Type*** impacts via email. Specifically, please send an email to ***appropriate Regional Office email address*** addressing the following:

- Name of Institution, OPE ID Number (8 Digit), and Location (If sending a single email, please identify all locations.)
- Did your institution close or cease providing academic instruction at any point due to the disaster? If yes, what was your first full day without any academic instruction?
 - If your institution remains closed and is not providing academic instruction, when do you anticipate resuming academic instruction?
- Is the institution currently open? If open, are you providing academic instruction? What date did you open and resume academic instruction?
- Has there been any structural damage to the institution?
 - If structural damage has occurred, will you establish a temporary site for instruction and what is the address for the temporary alternate location?
- How is your institution communicating operational status and providing key updates to students and the community?
- What issues or questions can we address related to the administrative relief and flexibilities described in [Dear Colleague Letter \(GEN 17-08\)](#)?

As a reminder, the Department established special resources to help institutions prepare for the results of this natural disaster:

- Use [Dear Colleague Letter \(GEN 17-08\)](#) and the attachment to help determine any impact to your institution's Title IV administration.

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- Current guidance from Federal Student Aid on disaster impacted areas *for participating Title IV institutions* can continue to be found on IFAP at <https://ifap.ed.gov/natural-disaster-information>.
- Announcements from the Department regarding hurricanes can also be found at:
 - o <https://www.ed.gov/hurricane-help?src=feature>; and
 - o <https://studentaid.ed.gov/sa/about/announcements/disaster>

The Department is prepared to implement any and all appropriate actions, as necessary, to assist impacted schools and students. Please don't hesitate to contact the ***appropriate Regional Office*** School Participation Division at ***appropriate Regional Office email address*** if we can be of further assistance.

Sincerely,

Name of Appropriate Regional Office Division Chief, Division Chief
Appropriate Regional Office School Participation Division

cc: <<FAA Name>>, Financial Aid Administrator, <<FAA Email>>