**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, Tornados, 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)](https://ifap.ed.gov/dear-colleague-letters/08-29-2017-gen-17-08-subject-guidance-helping-title-iv-participants-affected)?

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)](https://ifap.ed.gov/dear-colleague-letters/08-29-2017-gen-17-08-subject-guidance-helping-title-iv-participants-affected) and the attachment to help determine any impact to your institution’s Title IV administration.
* 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:
	+ <https://www.ed.gov/hurricane-help?src=feature>; and
	+ <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>>