



SARA Institution Non-Ability to Report Data Form (AF7)

Institutions participating in SARA shall annually report to NC-SARA as outlined in the current years Data Handbook. (SARA *Manual*, Section 6). Institutions may request an exemption from the data reporting requirements if they are unable to submit data based on circumstances outside of their control (ex. natural catastrophes, significant technical issues, institutional closure, medical emergencies, etc.) This form should be used to explain the reason for the request for an exemption and requires the approval and signature of the institution's State Portal Entity staff and Regional Compact SARA Director. After all signatures have been obtained, please submit the form to data@nc-sara.org

SARA has the responsibility to track all exemptions to SARA policy. Please provide the following information:

Institution name: _____

Institution address: _____

Institution state: _____

Primary Institution contact name: _____

Primary Institution contact email: _____

Which data reporting will you not be able to complete?

Exclusively Distance Education Enrollment

Out-of-State Learning Placement (OOSLP)

Reason for requesting a non-ability to report waiver:

Signature: _____ Date: _____

Printed Name: _____

To be completed by SARA State Portal Entity staff

Is Institution approved for non-reporting?

Yes No

Comments on requested exemption:

State Portal Entity signature: _____ Date: _____

State Portal Entity printed name: _____

State Portal Entity title: _____



To be completed by Regional Compact SARA Director

Comments on requested exemption:

Regional Compact SARA Director signature: _____ Date: _____

Regional Compact SARA Director printed name:

To be completed by NC-SARA Staff

Approval _____ Date: _____

NC-SARA Senior Leadership