



## 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](mailto: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 Staff**

Comments on requested exemption:

Regional Compact SARA Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Regional Compact SARA Staff printed name:  
\_\_\_\_\_

**To be completed by NC-SARA Staff**

Approval \_\_\_\_\_ Date: \_\_\_\_\_

NC-SARA Senior Leadership