



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

Institutions participating in SARA shall annually report to NC-SARA as outline in the current year Data Handbook. (*SARA Manual*, Section 6). SARA has the responsibility to track all exceptions to SARA policy. This form provides a document trail, and the approval process is confirmed at all levels to ensure accuracy of actions taken by NC SARA staff. After all signatures have been obtained, please submit the form to data@nc-sara.org

Institution name: _____

Institution address: _____

Institution State: _____

Primary Institution contact name: _____

Primary Institution contact email: _____

Which data reporting will you not be able to complete?

Enrollment

Out-of-State Learning Placement (OOSLP)

Reason for requesting a non-ability to report waiver:

Unable to access data on campus because of COVID-19 lock-out

Unable to access data via internet because of COVID-19 lock-out

Other, please explain below:

Signature: _____ Date: _____

Printed Name: _____

To be completed by SARA State Portal Entity Staff

Is Institution approved for non-reporting?

Yes No

Comments on requested exception:

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 exception:

Regional Compact SARA Director Signature: _____ Date: _____

Regional Compact Director printed name:

To be completed by NC-SARA Staff

Approval _____ Date: _____

Director for Policy Research & State Support or Director for Student & Institutional Support

5/22/2020