Dear **«PRESIDENT__CHANCELLOR__CEO»**,

The Department of Education (Department) is sending this notification because one or more of your locations may be impacted by <disaster name> that took place on or around <date> (see location(s) below).  The Department has established special resources to help you prepare for the results of this potential natural disaster.

1. Use GEN-10-16/FP-10-06 and the attachments to help determine any impact to your institution's TIV administration.
   a. **Promptly** complete the Disaster Registration Form (use the "More Details" field):
      - If your institution is unable to continue to provide a student's eligible program because of a disaster;
      - If, as a direct result of a disaster, your institution is temporarily closed for a period of time that impacts the length of your academic year; or
      - If, as a direct result of a disaster, your institution is using alternate locations.

2. Guidance and contact information for institutions, students, and others in the higher education community impacted by a Federally-Declared disaster is provided at http://www.ifap.ed.gov/ifap/disaster.jsp.  Please check this site regularly for updated information.

3. To provide emergency alternate contact information in the event regular lines of communication are unavailable,  use Box 69 of the "Application for Approval to Participate in the Federal Student Aid Programs" (E-App)) available at http://www.eligcert.ed.gov/.  Step by step instructions are available at http://www.ifap.ed.gov/eannouncements/083109EmergencyPrep.html.  You may also use the Disaster Registration Form to provide this information.


**If your institution is not affected by this disaster, please keep this email handy for future reference.**

The Department is prepared to implement appropriate actions, as necessary, to assist impacted schools and students.  Please don't hesitate to contact the Dallas School Participation Division at 214-661-9490 or 202-377-3173, or via email at CaseTeams@ed.gov., if we can provide assistance.

Sincerely,

<SPD DIVISION DIRECTOR NAME>
<TITLE>
<NAME OF DIVISION>

cc: **«FINANCIAL_AID_ADMIN»**

Location(s)

«LOC_OPE_ID»
«LOC_NAME»
«LOC_STREET_1_ADR» «LOC_STREET_2_ADR»
«LOC_CITY», «LOC_STATE» «LOC_ZIP»