

Pre-disaster Notification:

Below is the text from the body of the email we sent out:

Dear «PRESIDENT__CHANCELLOR__CEO»:

The Department of Education (Department) is sending this notification because one or more of your locations may potentially be impacted by Hurricane Harvey (see location(s) below). The Department has established special resources to help you prepare for the hurricane:

1. 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.
2. If your institution has not previously done so, you may provide emergency alternate contact information in the event regular lines of communication are unavailable by using 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>
3. After the storm passes, use GEN-10-16/FP-10-06 and the attachments to help determine any impact to your institution's TIV administration.
 - Promptly complete the Disaster Registration Form located at <https://ifap.ed.gov/ifap/disasterForm.jsp> (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.

The Department is prepared to implement appropriate actions, as necessary, to assist impacted schools and students. Please do not 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,

Cynthia Thornton

Division Director

Dallas School Participation Division

Location(s)

«LOC_OPE_ID»

«LOC_NAME»

«LOC_STREET_1_ADR» «LOC_STREET_2_ADR»

«LOC_CITY», «LOC_STATE» «LOC_ZIP»
