



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

STUDENT ATTENDANCE AGREEMENT

School Year 20__ - 20__

SECTION I: TO BE COMPLETED BY PARENT/GUARDIAN -OR- OFFICIAL OF STATE AGENCY/COURT

I request that the following student be allowed to attend a school district outside the student's District of Residence.

Student Name (last, first, middle initial)	
Grade (for year of attendance)	Birth Date Mo Day Year
Student Address	City/State/Zip Code
Parent/Guardian Address (if different)	City/State/Zip Code
Name of Parent/Guardian or Group Home Representative -OR- Name and Title of Official of State Agency/Court Responsible for Placement (print)	Telephone Number
Representing (name and address of state agency/court/group home, if state agency/court request OR completed by group home manager on behalf of parent/guardian)	
<p>Parent Request This agreement will be returned to the parent/guardian after acceptance by the district of choice and will specify the costs, if any, which will be charged to the parent/guardian for attendance. If the student attends under this agreement, the parent/guardian agrees to pay the costs, if any, charged to the parent/guardian under the terms of this agreement.</p> <p>Signature of Parent/Guardian: _____ Date: _____</p>	
<p>State Agency/Court Request OR Group Home Representative Signature of Official of State Agency/Court/Group Home: _____ Date: _____</p>	

SECTION II: TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Student State ID	District Last Attended
District of Choice/Placement	District of Residence
Individual Making Request <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Court <input type="checkbox"/> State Agency	Student Placement <input type="checkbox"/> Group Home Placement <input type="checkbox"/> Foster Home Placement <input type="checkbox"/> District to District Placement
First Date of Attendance	Annual Pupil Instruction Days

SECTION III: TRANSPORTATION - TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT AND DISTRICT OF RESIDENCE

NO TRANSPORTATION will be provided. Parent/guardian will transport at own expense. (GO TO SECTION IV)

Check all that apply	District of Choice/Placement: <input type="checkbox"/> Bus service, at NO COST <input type="checkbox"/> Bus service, charging parents \$_____ per _____ (attach payment schedule) <input type="checkbox"/> Bus service, charging District of Residence \$_____ per _____ (attach payment schedule) <input type="checkbox"/> Bus service, charging State of Montana \$_____ per year (over-schedule costs only -- attach documentation of costs) <input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)
	District of Residence: <input type="checkbox"/> Bus service, at NO COST <input type="checkbox"/> Bus service, charging parent \$_____ per _____ (attach payment schedule) <input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)

SECTION IV: TUITION COSTS - TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT			
TYPE OF AGREEMENT	REGULAR ED RATE	SPECIAL RATE (ATTACH FP-14A) Option A-Line 10a or 10b Option B-Line 22 Option C-Line 26 w/o Disabilities-Line 38	TOTAL ANNUAL TUITION (Enter ONLY the annualized amount - payee in parenthesis)
Check One and Indicate the <u>Annual</u> Amount of Regular-Ed, Special Rate and Total Tuition			
Parent/Guardian Request: <input type="checkbox"/> Discretionary - Parent/Guardian requests to enroll student <u>outside</u> district of residence.	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____		\$ _____ (Parent/Guardian)
<input type="checkbox"/> Mandatory - Elementary student to attend where high school age sibling(s) attends.	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____		\$ _____ (Parent/Guardian)
<input type="checkbox"/> Mandatory Student lives closer to school of choice and at least 3 miles from resident district school AND district of residence provides no bus service or mileage reimbursements.	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)
<input type="checkbox"/> Mandatory - Geographic barrier prohibits attendance in <u>District of Residence</u> .	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)
State/Court Placement: (includes State/Court Foster and State/Court/Parental Group Home placements) <input type="checkbox"/> Mandatory	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (State of Montana)
District-to-District Placement: <input type="checkbox"/> Discretionary	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)

SECTION V: AGREEMENTS AND SIGNATURES	
A signature below acknowledges receipt of the student attendance agreement form. If transportation is provided and tuition is not waived, tuition will be charged to the parent/guardian, district of residence or state of Montana as indicated in Sections III and IV above.	
A. DISTRICT OF CHOICE/PLACEMENT – This signature is required for both discretionary and mandatory agreements The Board of Trustees: <input type="checkbox"/> APPROVES this attendance agreement <input type="checkbox"/> DISAPPROVES this attendance agreement Print Name of Chairperson, Board of Trustees: _____ Signature of Chairperson, District of Choice/Placement: _____ Date: _____	
B. DISTRICT OF RESIDENCE The Board of Trustees: <input type="checkbox"/> APPROVES this attendance agreement (<i>ONLY</i> if transportation is charged and/or district is charged tuition) <input type="checkbox"/> DISAPPROVES this attendance agreement <input type="checkbox"/> ACKNOWLEDGES receipt of this attendance agreement (<i>ONLY</i> if no transportation is charged and tuition is waived OR parent is charged tuition) Print Name of Chairperson, Board of Trustees: _____ Signature of Chairperson, District of Residence: _____ Date: _____	
C. SUPERINTENDENT OF PUBLIC INSTRUCTION (Required only for State/Court/Group Home Placement) The Superintendent of Public Instruction: <input type="checkbox"/> ACKNOWLEDGES receipt of this attendance agreement Print Name of OPI Representative: _____ Signature of OPI Representative: _____ Date: _____	

SECTION VI: TIMELINES	
Date Initial Agreement Received (District of Choice/Placement)	Date Agreement Approved/Disapproved (District of Choice/Placement)
Date Agreement Received (Resident District)	Date Agreement Approved/Disapproved/ Acknowledged Receipt of (Resident District)

Anderson School District

STUDENTS

3141
page 1 of 2

Discretionary Nonresident Student Attendance Policy

The Board, recognizing that its resident students need an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria for the discretionary admission of nonresident students.

Requests for Admission

Any out-of-District student may apply for admission to Anderson School. The Administrator will ensure that a copy of school policy regarding an out-of-District application, a letter of request, and the application form will be given to the applicant family when the family makes a formal request to the District. Application forms are available at any time. Requests for the upcoming school year shall not be submitted prior to the first day school resumes in January preceding the fall for which enrollment is applied. Requests received after this time will be acted upon in the order in which the request was received. Each completed application form will be dated upon delivery to the school office. Requests by out-of-District students for District attendance will be reviewed in accordance with §§ 20-5-320 through 20-5-324, MCA. The Board will review this information before making a decision. Requests for the upcoming year may be heard beginning at the April Board meeting. If a request is approved by the Board, approval will be given for one (1) school year or for the remainder of the current school year. Out-of-District students must reapply each year for admittance.

Conditions for Accepting Out-of-District Students

The following conditions must be met before an out-of-district request will be approved.

1. The school must have adequate resources and facilities to properly serve the student.
2. Acceptance of the student will not violate state accreditation class size recommendations.
3. Acceptance of the student will not cause any class to exceed fire code occupancy limits.
4. The student must be in good standing in his/her current school. The District will examine a student's records from previous school districts before any Board approval for admission.
5. A parent or guardian must agree to provide transportation for the student. Bus transportation will not be provided to and from the residence of an out-of-district student unless their residence is on an existing route and there is room on the bus.

Conditions for Terminating Out-of-District Student Positions

Out-of-District students will be discharged:

1. If the school is unable to provide the resources and facilities specified in policy criteria for class size, students will be discharged in reverse order of acceptance or, if possible, at the end of the academic year.
2. If the student exhibits inappropriate department.
3. At the end of the academic year that placement is granted.
4. Any unused tuition will be prorated and refunded.

Placement Priorities

The Board recognizes its obligation to accept out-of-District students meeting mandatory placement criteria established by state law. Once these obligations have been met, applications will be given priority

in the following order:

1. Children in the immediate family of nonresident District employees.
2. Students who attend the school the preceding year. The number of years attending will also be considered a factor in favor of continued placement.
3. Currently attending Anderson out-of-District students must apply by April 1st preceding the academic year of enrollment to retain their priority status. If students do not meet the April 1st deadline, their applications will be considered on a chronologically received basis with all other new out-of-District applications. Completed forms will be dated upon delivery to the school office.
4. Students who have siblings attending the school.
5. Students who have previously attended the school.
6. Students whose legal residence is directly adjacent to the boundaries of the District, and whose parent or legal guardian owns property in the District.
7. Students whose legal residence is directly adjacent to the boundaries of the District.
8. Students whose parent or legal guardian owns property in the District.
9. When all of the above criteria are equal among applicants, the order in which the application was delivered to the school office will be the deciding factor in approving applications.

Tuition

Tuition will be charged, and computed as determined by state law, to any student accepted.

1. If there is a sending district, that district will pay the tuition, which will be computed on the actual school year attended and be paid in full the following school year.
2. **Tuition paid privately:** Tuition shall be paid at the rate set by the Office of Public Instruction. Payment of fees must be made in the following manner:
 - a. 1/2 payment, of total due, made by August 31 of the current school year.
 - b. Remaining tuition payment is due by December 11 of the current school year.
 - c. The tuition rate must be reduced by the amount that the parent or guardian of the child paid in district property taxes during the immediately preceding school fiscal year for the benefit and support of the district in which the child will attend school.

The Board will not admit any student expelled from another school district.

Students not currently enrolled in a school will be tested to determine placement.

Nonresident students enrolled under this policy are subject to all district policies, rules, regulations on the same basis as resident students.

Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
	§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out-of-District Attendance Agreements

Policy History:

Adopted on:

Revised on: 6/12/07, 11/11/2010, 3/6/2013, 7/10/2014, 12/18/14, 11/12/15, 6/20/2018



ANDERSON SCHOOL DISTRICT # 41

10040 Cottonwood Road
Bozeman, MT 59718

Verification of receiving School Policy
5.100 Admission

Date: _____

We have received the policy and understand that is is a request for a one-year placement which is dependent upon availability of resources and space at Anderson School. We realize that the application process must occur each spring for the upcoming school year, and that there are not guarantees for placement from year to year.

We have received:

- A copy of the district application.
- A copy of the Anderson School District Board Policy regarding admission for out-of-district students.
- The out-of-district forms have been received for:

Thank you for your consideration.

Parent Signature

