

Rcvd: _____

REQUEST FOR ADMISSION TO COLSTRIP SCHOOLS

OUT-OF-DISTRICT STUDENT

Enrollment deadline: June 10

School Year 17-18

Parent must provide: current and historical grades (transcripts) and results of standardized test scores (i.e. MAP, CRT, etc.) from previous school, a copy of the student's immunization record, a copy of the student's birth certificate, attendance record (showing good attendance and free of truancy,) and behavior record (showing appropriate behavior) from last school attended for at least a period for (1) year is required for ALL students.

DATE OF APPLICATION _____

NAME: _____ GRADE FOR WHICH I AM APPLYING: _____

PARENT/GUARDIAN: _____ TELEPHONE: _____

ADDRESS: _____ / _____ / _____ / _____ / _____
PO Box Street (must have physical address) City State Zip

Email: _____

School District in which you reside: _____

Have you previously attended Colstrip Schools? _____ For what grade level(s)? _____

Date of last attendance in the Colstrip School District: _____

What school did you last attend? _____

Address: _____ City: _____ State: _____ Zip: _____

What grade did you last complete? _____ Date this grade was completed: _____ Where? _____

Normally my grades in school are (circle one) A B C D F

If you previously attended school in Colstrip, why did you decide to leave? _____

If you have never attended school in Colstrip, why have you decided to apply here? _____

Do you owe for or need to return any materials to your last school? _____ (You must do so before receiving any grades from this district.)

How many days of absence do you normally have in one school year? _____ What is the largest number of consecutive school days you have ever missed in one school year? _____ For what reason? _____

Have you ever been suspended or expelled from school? _____ For what offense? _____

Do you have the necessary personal transportation options for getting to and from school? _____

Have you ever been convicted of a crime, spent time in jail or on probation? _____ For what offense? _____

How long do you plan to attend school in the Colstrip School District? _____

(Signatures required on back)

I hereby declare that the responses given on this application are true to the best of my ability and understand that I may be asked to supply documented proof to support my answers. I also give Colstrip's school administration permission to contact previous school(s) for clarification of: records of attendance, discipline, academic progress, and residency. I understand that the district reserves the right to revoke my admission if information contrary to that supplied herein is discovered.

Student signature

date

Parent/Guardian signature

date

Applications with missing documentation WILL NOT be considered or eligible for appeal.

BOARD POLICY 3141: Out-of-district students not maintaining a previous continuous enrollment in Colstrip Schools must have correctly completed the out-of-district application process. Application for enrollment must be completed and received by June 10.

Record of decision regarding application:

Application received in full on _____

Birth certificate
Immunization record
Historical grades (Transcript) and current Report card
Standardized Test Scores
Attendance record
Clean behavior record

Room available on bus route (_____) Yes (_____) No _____
Transportation Director signature date

Admission to Colstrip schools is (_____) approved) (_____) denied) _____
Superintendent's signature date

Appeal requested to the Board of Trustees _____
date

Appeal heard by Trustees on _____. Appeal to Trustees was (_____) approved) (_____) denied).
Date

This form and all requested information must be returned to:

Superintendent of Schools
Colstrip School District No. 19
P.O. Box 159
Colstrip, MT 59323
Fax: 406-748-2268

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.

1. Except as required by MCA 20-5-321, the District will admit nonresident students at its discretion. As such, the District will screen all nonresident students and consider only those who meet the criteria set forth in this policy.
2. The Superintendent or his/her designee is hereby given the authority to admit or deny a student's admission in accordance with this policy. Students denied admission by the Superintendent may appeal to the Board at the next regularly scheduled Board meeting. The Board shall make the final decision on admission.
3. Students moving into a contiguous school district that surrounds Colstrip School District #19 from a district outside the area, who had no chance of enrolling in the District as a first (1st) choice enrollment before June 10, will be considered for enrollment.
4. Out-of-district students not maintaining a previous continuous enrollment in Colstrip Schools will be subject to the following criteria when making application for enrollment and must provide proof of the following to the superintendent/designee before admission:

The student applying for enrollment must:

- A. Be at least 5 years old but not yet 19 years by September 10th of the school year in question. (MCA 20-5-101);
 - B. Be in good standing with the school(s) attended during the present and previous school year;
 - C. Provide the District with current and historical grades/transcripts and results of standardized NRT/CRT test scores;
 - D. Provide an attendance record free of truancy;
 - E. Provide a clean behavior record in the school last attended for a period of at least one (1) year;
 - F. Be within the district's established transportation routes or agree to provide personal transportation for the duration of enrollment in the district;
 - G. Have no criminal record; and have no history of inclusion on the Sex Offender Registry;
 - H. Have correctly completed the out-of-district application process.
- Application for enrollment must be completed and received by June 10.

The student will not be considered for admission if the student's enrollment would:

- A. Require hiring additional staff;
- B. Require additional educational services not currently provided in this school district;
- C. Create overcrowding of existing classes.

5. Nonresident students granted enrollment into the Colstrip Public Schools will be required to maintain good standing in the areas of academics, behavior and attendance. Grades 6-12 academic "good standing" is defined as a semester GPA greater than or equal to a 2.0. Behavior "good standing" is defined as a semester free from a Level 3 or higher infraction (K-12) as outlined in the *Discipline Handbook*. Attendance "good standing" is defined by 3122 *Attendance Policy* and 3122P *Attendance Policy Procedure*. Students will be placed on one semester's probation following loss of good standing. Failure to maintain good standing in any of these defined areas will result in loss of enrollment privileges in the Colstrip Public Schools. Nonresident students not in good standing will need to reapply for the next school year by the June 10th deadline.
6. Students not in "good standing" will be identified by the building administration through the school information system. Notification of probationary status will be mailed to parents and guardians by the building administration. The letter will state the area(s) of probation; academic, behavior and/or attendance.
7. The District reserves the right to consider additional criteria in the event unforeseen circumstances or requests present themselves.
8. The Board reserves the right to deny any student who is expelled from another school district.

All resident students who become nonresidents may continue attendance for the current semester, barring registration in another District. Those student(s) who become nonresidents must reapply for the following school semester or year according to (4 H) above.

The Board reserves the right to charge tuition for nonresident students at its discretion; the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district. Any waiver of tuition will be applied equally to all students whose tuition is paid by the same kind of entity (i.e., if the District charges tuition in those circumstances where a resident district pays but waives tuition if those circumstances where a parent or guardian is responsible for tuition, the tuition waiver will be applicable to all students whose parents or guardians bear the responsibility for payment).

The Board may declare an emergency which, in its opinion, necessitates the removal of all nonresident students from District schools.

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: 08/11/03

Reviewed on: 03/07/2016, 04/11/2016

Revised on: 06/20/05, 03/23/09, 01/10/11, 04/08/13, 11/11/13, 3/10/14, 04/11/2016, 10/10/16



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

STUDENT ATTENDANCE AGREEMENT

School Year 20____ - 20____
(Elementary and High School)

Instructions: (use separate form for each student)

Parent/Guardian or Official of Placing State Agency/Court or District: Complete Part I and submit to clerk of District of Choice/Placement. Use one form for each student. You should receive a copy of the form back, indicating approval or denial.

District of Choice/Placement: Trustees may act on this application when submitted by a parent/guardian or placing state agency or court official.

However, the district may not count the student as an "eligible transportee" for state and county transportation reimbursement without the signature of the resident district on this application. **If approved:** send copies of the approved form to: 1) parent/guardian or official of the state agency/court; 2) clerk of the District of Residence; and 3) the Superintendent of Public Instruction, *if the state will pay tuition and/or transportation costs.* **If not approved:** send copies to parent/guardian or official of placing state agency/court.

District of Residence: Approval in **Section IV** is necessary to allow District of Choice/Placement to transport the non-resident student as an "eligible transportee" for purposes of state/county transportation reimbursement OR if District of Residence is responsible for paying tuition. **If approved,** send copies to: 1) parent/guardian or official of placing agency/court; 2) clerk of District of Choice/Placement; and 3) county superintendents of each county. **If not approved,** send copies to parent/guardian and District of Choice/Placement.

Superintendent of Public Instruction: OPI approval is required if the state will pay tuition or transportation. OPI must receive and approve this form NO LATER than June 30 in the year following attendance.

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

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

Student Name (Last, First, M.I.)	Grade (for year of attendance)
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State ID:	Birth Date (18 year olds are residents) Mo____ Day____ Year____	If Kinder (circle one) K Half or K Full
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Student Address	City/State/Zip Code
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District of Residence (Where parent resides--see 1-1-215, MCA)	What school district should be contacted for student records?
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District of Choice/Placement	Date Attendance will Begin:	Scheduled Number of Pupil Instruction Days:
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Individual Making Request: <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Court <input type="checkbox"/> State Agency	Student Placement: <input type="checkbox"/> Foster Home Placement <input type="checkbox"/> Group Home Placement <input type="checkbox"/> District to District
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Name of Parent/Guardian -OR- Name and Title of Official of State Agency/Court Responsible for Placement: (print)	Telephone Number
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Representing (Name and Address of State Agency/Court, if State Agency/Court request)

Parent Request
This agreement will be returned to the parent/guardian after approval/disapproval 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 him or her under the terms of this agreement.

Signature of Parent/Guardian: _____ Date: _____

State Agency/Court Request
Signature of Official of State Agency/Court: _____ Date: _____

SECTION II: TRANSPORTATION – TO BE COMPLETED BY DISTRICTS OF CHOICE/PLACEMENT AND RESIDENCE

Parties must specify here the responsibilities and costs for transportation. Districts can charge for transporting nonresident students if costs exceed the amount reimbursed to the district by the state and county (i.e., may charge "over-schedule" costs). For parent requests, mileage reimbursements can be provided only for the distance from the home to the closest school or bus stop, less 3 miles each direction, regardless of which school district the student attends.

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

Check all that apply	<p>District of Choice/Placement will provide transportation: In order to claim a non-resident student as an "eligible transportee" for purposes of state and county reimbursement, the approval of the District of Residence is required in Section IV. Without approval, the District of Choice/Placement may not transport the student at state/county expense.</p> <p><input type="checkbox"/> Bus service, at NO COST</p> <p><input type="checkbox"/> Bus service, charging parents \$_____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Bus service, charging District of Residence \$_____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Bus service, charging State of Montana \$_____ per year (over-schedule costs only -- attach documentation of costs)</p> <p><input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)</p> <p>District of Residence will provide transportation:</p> <p><input type="checkbox"/> Bus service, at NO COST</p> <p><input type="checkbox"/> Bus service, charging parent \$_____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)</p>
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SECTION III: TUITION COSTS - TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

"Mandatory" means the attendance meets criteria in Section 20-5-321, MCA. Both districts must accept the attendance request if any of the following is true: (a) Student lives closer to school the student wishes to attend, and more than 3 miles from own school, and the resident school does not provide bus transportation or mileage reimbursements; (b) The County Transportation Committee has determined that geographic barriers make it impractical for student to attend his own school; (c) Another child of the student's family must attend high school in a different elementary district, and the student can more conveniently attend the elementary district where the high school is located, AND the elementary student lives more than 3 miles from his own school; (d) Student is placed by court in youth care facility (abused, neglected, dependent, or youth in need of supervision); or (e) Student is placed in foster care or a group home by parent, state or court.

"Discretionary" (20-5-320, MCA) means conditions do not require mandatory acceptance. Trustees of either district may disapprove the application.

NOTE: Tuition for students in special education or students without disabilities who are placed in group homes or residential treatment facilities may include a regular education rate and an additional special rate. In that case, the tuition amount is the sum of the regular ed rate and the special rate.

<input type="checkbox"/> Tuition is waived. No tuition will be charged. (GO TO SECTION IV)	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 (Note: Prorate final charges based on days enrolled)
Check One and Indicate the Annual Amount of Tuition			
Parent/Guardian Request:			(Parent/Guardian)
<input type="checkbox"/> Discretionary - Parent/Guardian requests to enroll student outside district of residence.			
<input type="checkbox"/> Mandatory - Elementary student to attend where high school age sibling(s) attends.			(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.			(District of Residence)
<input type="checkbox"/> Mandatory - Geographic barrier prohibits attendance in District of Residence. District of Residence will be charged.			(District of Residence)
State/Court Placement:			(State of Montana)
(includes Parental & State/Court Foster and Group Home Placements) <input type="checkbox"/> Mandatory - The State of Montana will be charged. (See 20-5-323, MCA for allowable tuition charges.) Mail completed form to: Montana Office of Public Instruction PO Box 202501 Helena MT 59620-2501			
District-to-District Placement:			(District of Residence)
(initiated by District of Residence) <input type="checkbox"/> Discretionary - District of Residence will be charged.			

SECTION IV: AGREEMENTS AND SIGNATURES

A. DISTRICT OF CHOICE/PLACEMENT – This signature is required for both discretionary and mandatory agreements.

The Board of Trustees:

DISAPPROVES APPROVES this application subject to receipt of transportation/tuition charges stated on the application.

Print Name of Chairperson, Board of Trustees: José Ortiz

Signature of Chairperson, District of Choice/Placement: _____ Date: 8/8/2016

B. DISTRICT OF RESIDENCE – This signature or acknowledgement is required for both discretionary and mandatory agreements
DISCRETIONARY:

The Board of Trustees:

DOES NOT PERMIT PERMITS the District of Choice/Placement to claim this student as an "ELIGIBLE TRANSPORTEE" for purposes of state and county transportation reimbursement.

DISAPPROVES APPROVES this application allowing the student to enroll outside the District of Residence (choose one below)

District agrees to pay the costs of over-schedule transportation costs stated in Section II and tuition stated in Section III; OR

District has no obligation to pay tuition as stated in Section III above

MANDATORY:

The Board of Trustees:

ACKNOWLEDGES this application, allowing the student to enroll outside the District of Residence, and agrees to pay tuition stated in Section III (if applicable – MCA 20-5-324 (5)(a)) and over-schedule transportation costs stated in Section II, if any.

Print Name of Chairperson, Board of Trustees _____

Signature of Chairperson, District of Residence: _____ Date: _____

C. SUPERINTENDENT OF PUBLIC INSTRUCTION - This signature is required if the State of Montana will be charged for any costs of tuition or transportation.

MANDATORY ONLY:

The Superintendent of Public Instruction:

ACKNOWLEDGES this application and agrees to pay tuition stated in Section III, if any, and any over-schedule transportation costs stated in Section II, if any, subject to the state laws and administrative rules, on behalf of the State of Montana.

Print Name of OPI Representative: _____

Signature of OPI Representative: _____ Date: _____

Payment Dates:

If PAID BY: District Parent/guardian State	Half by 12/31 and half by 6/15 of year following attendance year During year of attendance, based on payment schedule provided by district policy During year following year of attendance (once claim is submitted in MAEFAIRS)
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