

1 \_\_\_\_\_ **School District**

2  
3 **STUDENTS**

3110  
page 1 of 3

4  
5 Entrance, Placement, and Transfer

6  
7 Entrance, Date, and Age

8  
9 The trustees will enroll and admit a child to a school in the district when the child is 5 years of  
10 age or older on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child  
11 is to enroll but is not yet 19 years of age who is a resident of the District. Parents may request a  
12 waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees.

13  
14 Non-resident students may be admitted at the discretion of the Trustees. Children will be  
15 enrolled in the grade identified in accordance with District policy or at the discretion of the of the  
16 administration in consultation with the student's parents or guardians. The District requires  
17 proof of identity and an immunization record for every child to be admitted to District schools.

18  
19 The trustees may at their discretion assign and admit a child to a school in the district who is  
20 under 5 years of age or an adult who is 19 years of age or older if there are exceptional  
21 circumstances that merit waiving the age provision. The trustees may also admit an individual  
22 who has graduated from high school but is not yet 19 years of age even though no special  
23 circumstances exist for waiver of the age provision of this Policy.

24  
25 School Entrance

- 26
- 27 1. The District requires that a student's parents, legal guardian, or legal custodian present  
28 proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well  
29 as proof of residence in the District. Students who are not residents of the District may  
30 apply for admission pursuant to Policy 3141.
  - 31  
32 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a  
33 child must have been immunized against varicella, diphtheria, pertussis, tetanus,  
34 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents  
35 approved by the department. Immunizations may not be required if a child qualifies for  
36 conditional attendance or an exemption is filed as provided by Montana law.
  - 37  
38 3. The above requirements are not to serve as barriers to immediate enrollment of students  
39 designated as homeless or foster children as required by the Every Student Succeeds Act  
40 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work  
41 with the local child welfare agency, the school last attended, or other relevant agencies to  
42 obtain necessary enrollment documentation and ensure a student receives education  
43 services in the best interests of the child. The Superintendent or designee shall serve as  
44 point of contact with all applicable agencies to review records, facilitate services and  
45 resolve disputes.
- 46

1  
2  
3  
4 Placement  
5

6 The District goal is to place students at levels and in settings that will increase the probability of  
7 student success. Developmental testing, together with other relevant criteria, including but not  
8 limited to health, maturity, emotional stability, and developmental disabilities, may be  
9 considered in the placement of all students. Final disposition of all placement decisions rests  
10 with the principal, subject to review by the Superintendent or the Board.  
11

12 Children of Relocated Military Families  
13

14 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana  
15 under military orders to a school in the district and allow the child to preliminarily enroll in  
16 classes and apply for programs offered by the District prior to arrival and establishing residency.  
17

18 The student will be placed in student data management system as soon as enrolled under this  
19 provision. The student will attend classes during preliminary enrollment and the Board  
20 authorizes the administration to provide offsite instruction to the student if not present in the  
21 District. The District will include a student enrolled under this provision as part of the  
22 calculation of ANB.  
23

24 Transfer  
25

26 District policies regulating the enrollment of students from other accredited elementary and  
27 secondary schools are designed to protect the educational welfare of children.  
28

29 Elementary Grades (K-8)  
30

31 A student transferring into the District will be admitted and placed  
32 subject to observation by appropriate teachers and a building principal during a probation period  
33 of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a  
34 student, school personnel will conduct an educational assessment to determine appropriate grade  
35 and level placement.  
36

37 Secondary Grades (9-12) Credit Transfer  
38

39 A transfer of credits from any secondary school is subject to a satisfactory examination of the  
40 following:  
41

- 42 1. Appropriate certificates of school accreditation;
- 43 2. Length of course, school day, and school year;
- 44 3. Content of applicable courses;
- 45 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or  
46 vocational instruction);

5. Appropriate evaluation of student performance leading toward credit issuance.

The District will follow Montana Accreditation Rules and Standards, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. High school principals have authority for approving credit transfers, subject to review by the Superintendent or the Board.

Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	§ 44-2-511, MCA	School enrollment procedure
	10.16.3122, ARM	Local Educational Agency Responsibility For Students with Disabilities
	10.55.601, et seq., ARM	Accreditation Standards: Procedures
	Chapter 20	2021 General Legislative Session
	HB 246	2021 General Legislative Session

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA