

## Instructions for completing an FP-14 Student Attendance Agreement

### Parent Initiates Agreement

Parent/Guardian requests a student attend a school outside their resident district. Where tuition must be paid by the District of Residence, both the District of Choice and the District of Residence must approve the agreement. An agreement that waives tuition, or charges the parent tuition, is subject to approval only by the District of Choice. If no tuition is charged, or the parent is paying tuition, the District of Residence is only requested to acknowledge receipt of the agreement, in accordance with [20-5-320, MCA](#).

#### Discretionary:

- Parent completes Section I of the agreement and returns the agreement to the District of Choice;
- District of Choice enters the date of receipt in Section VI, then completes Sections II, III and IV of the agreement;
- The agreement is approved/disapproved according to district policy and Section V(A) is completed by the board chair of the District of Choice;
- The District of Choice enters the approval/disapproval date in Section VI of the agreement and, if approved, forwards a copy of the agreement to the District of Residence and the parent/guardian (if disapproved, copy only to parent/guardian);
- The District of Residence enters the date agreement is received in Section VI;
- The District of Residence acknowledges receipt of the agreement (Section V(B));
- **Parent is responsible for tuition charged by the District of Choice, if tuition is not waived.**

#### Mandatory:

- Parent completes Section I of the agreement and returns the agreement to the District of Choice;
- District of Choice enters the date of receipt in Section VI, then completes Sections II, III and IV of the agreement;
- District of Choice verifies that the student meets one of the following criteria ([20-5-321, MCA](#)):
  - Mandatory #1 – the child is a member of a family required to send another child outside the elementary district to attend high school (must be more than 3 miles from the elementary school in the resident district) – **Parent is responsible for tuition charged by the District of Choice, if tuition is not waived**
  - Mandatory #2 – the child resides closer to the District of Choice, but more than 3 miles from the District of Residence, and the resident district does not provide transportation – **District of Residence is responsible for tuition charged by the District of Choice, if tuition is not waived**
  - Mandatory #3 – the child resides in a location where, because of geographic conditions, it is impractical to attend school in the resident district (must be determined by the county transportation committee) – **District of Residence is responsible for tuition charged by the District of Choice, if tuition is not waived:**
    - Greater than 1 hour bus trip;
    - Distance greater than 60 miles from home to school (40 miles on a dirt road); **or**
    - Geographic barrier (river, mountain pass) preventing safe travel.
- The agreement is approved/disapproved according to district policy and Section V(A) is completed by the board chair of the District of Choice;
- The District of Choice enters the approval/disapproval date in Section VI of the agreement and, if approved, forwards a copy of the agreement to the District of Residence and the parent/guardian (if disapproved, copy only to parent/guardian);
- The District of Residence enters the date agreement is received in Section VI;
- The District of Residence approves/disapproves/acknowledges receipt of the agreement (Section V(B)), in accordance with district policy;

### District Initiates Agreement

District of Residence enters into an agreement with the District of Choice to serve a student outside the resident district. The agreement may be initiated either by the District of Choice or the District of Residence (if the purpose of the agreement is for educational program offerings not available through the resident district). Student may or may not be identified as Special Education.

#### Discretionary:

- The district initiating the agreement directs the parent/guardian to complete Section I of the agreement and returns the agreement to either the District of Residence or the District of Choice;

- The District of Residence or the District of Choice enters the date of receipt in Section VI, then completes Sections II, III and IV of the agreement;
- The agreement is approved/disapproved according to district policy and Section V(A) or (B) is completed by the board chair of either the District of Residence or District of Choice;
- The District of Choice or District of Choice enters the approval date in Section VI of the agreement and forwards the agreement to the other district;
- The District of Residence or District of Choice enters the date agreement is received in Section VI;
- The District of Residence or District of Choice approves/disapproves the agreement (Section V(A) or Section V (B))
- ***District of Residence is responsible for tuition charged by the District of Choice, if tuition is not waived.***

### **State Paid Tuition Agreements**

The Office of Public Instruction is responsible for tuition for a student who has been adjudicated to be a youth in need of intervention or a delinquent youth under [41-5-103, MCA](#), or for a student required to attend school outside the district of residence as a result of a placement in foster care or a group home licensed by the state. In the case of a group home placement, Section I may be completed and signed by a representative of the state licensed group home on behalf of the parent/guardian.

#### **Mandatory:**

- Parent/guardian, group home representative, court or state agency completes Section I of the agreement and returns the agreement to the District of Choice;
- District of Choice enters the date of receipt in Section VI, then completes Sections II, III and IV of the agreement
- The agreement is approved/disapproved according to district policy and Section V(A) is completed by the board chair of the District of Choice;
- The District of Choice enters the approval/disapproval date in Section VI of the agreement and, if approved, forwards the agreement to the Office of Public Instruction;
- The Office of Public Instruction acknowledges receipt of the agreement and returns a copy to the District of Choice;
- The District of Choice forwards a copy of the agreement to the District of Residence;
- The District of Residence enters the date agreement is received in Section VI;
- The District of Residence acknowledges receipt of the agreement (Section V(B));
- ***The Office of Public Instruction is responsible for tuition charged by the District of Choice, if tuition is not waived.***

### **County Superintendent**

After the agreement is complete, a copy must be sent to the county superintendent. If the District of Residence is in a different county than the District of Choice, the resident district should forward a copy to their county superintendent. The District of Choice will always forward a copy to their county superintendent.

### **Payment Timelines**

If Tuition is Paid By	Date Payment Due
District of Residence	Half by 12/31, half by 6/15 in the fiscal year following attendance
Parent/Guardian	During year of attendance, based on payment schedule in district policy
State	By December 31 following the year of attendance (once claim is submitted in MAEFAIRS)