

1 _____ **School District**

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3 **STUDENTS**

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4
5 Entrance, Placement, and Transfer

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7 Entrance, Date, and Age

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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 (10th) 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 child¹ 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

Placement

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

Children of Relocated Military Families

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

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

Transfer

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

Elementary Grades (K-8)

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

Secondary Grades (9-12) Credit Transfer

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

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