

1 Great Falls School District

2
3 **STUDENTS**

3110

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 (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 at 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
16 administration in consultation with the student's parents or guardians. The District requires proof
17 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 The Trustees shall admit and assign a child who is enrolled in a nonpublic or home school and
26 who meets the age and residency requirement of this policy on a part-time basis at the request of
27 the child's parent or guardian consistent with the provisions of Policy 3150. A part-time enrollee
28 shall be calculated for purposes of ANB consistent with Policy 3121.

29
30 School Entrance

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- 32 1. The District requires that a student's parents, legal guardian, or legal custodian present
33 proof of identity of the child ("Proof of Identity" means a certified copy of a birth
34 certificate, a certified transcript or similar student records for the previous school, or any
35 documentary evidence that a school district considers to be satisfactory proof of identity.
36 44-2-511(6)(a), MCA.) to the school within forty (40) days of enrollment, as well as
37 proof of residence in the District. Students who are not residents of the District may apply
38 for admission pursuant to Policy 3141.
 - 39
 - 40 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
41 child must have been immunized against varicella, diphtheria, pertussis, tetanus,
42 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
43 approved by the department. Immunizations may not be required if a child qualifies for
44 conditional attendance, or an exemption is filed as provided by Montana law.
- 45

- 1 3. The above requirements are not to serve as barriers to immediate enrollment of student
2 designated as homeless or foster children as required by the Every Student Succeeds Act
3 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with
4 the local child welfare agency, the school last attended, or other relevant agencies to
5 obtain necessary enrollment documentation and ensure a student receives education
6 services in the best interests of the child. The Superintendent or designee shall serve as
7 point of contact with all applicable agencies to review records, facilitate services and
8 resolve disputes.

9 Placement

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

16
17 Children of Relocated Military Families

18
19 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana
20 under military orders to a school in the District and allow the child to preliminarily enroll in
21 classes and apply for programs offered by the District prior to arrival and establishing residency.

22
23 The student will be placed in the student data management system as soon as enrolled under this
24 provision. The student will attend classes during preliminary enrollment. The District will
25 include a student enrolled under this provision as part of the calculation of ANB.

26
27 Transfer

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

31
32 Elementary Grades (K-8)

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

39
40 Secondary Grades (9-12) Credit Transfer

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

- 44
45 1. Appropriate certificates of school accreditation;
46 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.

The special needs of military students will be taken into consideration in accordance with the Interstate Compact on Educational Opportunity for Military Children.

Transfer – Non-Voluntary

The District will make every effort to keep students enrolled in their neighborhood school. Exceptions may become necessary in the case of over-crowded classrooms, special programs or unforeseen circumstances.

Any student subject to non-voluntary transfer shall have the right to return to the neighborhood school as space becomes available or remain in the new school for the duration of that level of education experience, i.e., elementary, middle, or high school.

Some factors that may necessitate student transfers are balancing of class loads, optimizing or adjusting building capacities, meeting state standards, promoting or responding to educational concerns, budgetary constraints, and/or operational effectiveness.

Transfer-Permissive

Parents of students not living within an elementary, middle, or high school’s attendance area boundary may apply to attend a school through the “permissive transfer” process.

A request for permissive transfer may be granted at the discretion of the District.

Cross References:

Policy 3110R	Regulation Entrance, Placement, & Transfer
Policy 3121	Enrollment and Attendance Records
Policy 3124	Military Compact Waiver
Policy 3125	Education of Homeless Children
Policy 3150	Part-Time Attendance
Policy 3413	Student Immunization

Legal References:

PL 100-77	McKinney Homeless Assistance Act
§ 20-1-230, MCA	Interstate Compact on Educational Opportunity for Military Children

1	§ 20-5-101, MCA	Admittance of Child to School
2	§ 20-5-403, MCA	Immunization Required – Release and Acceptance of
3		Immunization Records
4	§ 20-5-404, MCA	Conditional Attendance
5	§ 20-5-405, MCA	Medical or Religious Exemption
6	§ 20-5-406, MCA	Immunization Record
7	§ 20-7-117, MCA	Kindergarten and Preschool Programs
8	§ 44-2-511, MCA	School Enrollment Procedure
9	10.16.312, ARM	Local Educational Agency Responsibility for Students with
10		Disabilities
11	10.5.601, ARM	School Enrollment Procedure
12	10.55.601, et seq., ARM	Accreditation Standards: Procedures
13	Chapter 617 (2023)	Enrollment on Part-Time Basis

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15 Policy History:

16	Adopted on:	July 1, 2020
17	Revised on:	June 26, 2006
18	Revised on:	September 10, 2012
19	Revised on:	January 26, 2015
20	Revised on:	August 10, 2015
21	Revised on:	November 13, 2017
22	Revised on:	September 9, 2019
23	Revised on:	January 11, 2011
24	Revised on:	June 14, 2021
25	Revised on:	September 11, 2023