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3 **STUDENTS**

4
5 Entrance, Placement, and Transfer

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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 in the sole discretion of the Trustees.
13 Non-resident students may be admitted at the discretion of the Trustees. Children will be
14 enrolled in the grade identified in accordance with District policy or at the discretion of the
15 administration in consultation with the student’s parents or guardians. The District requires proof
16 of identity and an immunization record for every child to be admitted to District schools. The
17 Trustees may, at their discretion assign and admit a child to a school in the District who is under
18 5 years of age or an adult who is 19 years of age or older, if there are exceptional circumstances
19 that merit waiving the age provision.
20

21 School Entrance

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- 23 1. The District requires that a student’s parents, legal guardian, or legal custodian present
24 proof of identity of the child (“Proof of Identity” means a certified copy of a birth
25 certificate, a certified transcript or similar student records for the previous school, or any
26 documentary evidence that a school district considers to be satisfactory proof of identity.
27 44-2-511(6)(a), MCA.) to the school within forty (40) days of enrollment, as well as
28 proof of residence in the District. Students who are not residents of the District may apply
29 for admission pursuant to Policy 3141.
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 - 31 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
32 child must have been immunized against varicella, diphtheria, pertussis, tetanus,
33 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
34 approved by the department. Immunizations may not be required if a child qualifies for
35 conditional attendance or an exemption is filed as provided by Montana law.
36
 - 37 3. The above requirements are not to serve as barriers to immediate enrollment of student
38 designated as homeless or foster children as required by the Every Student Succeeds Act
39 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with
40 the local child welfare agency, the school last attended, or other relevant agencies to
41 obtain necessary enrollment documentation and ensure a student received education
42 services in the best interests of the child. The Superintendent or designee shall serve as
43 point of contact with all applicable agencies to review records, facilitate services and
44 resolve disputes.
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1 Placement

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

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

11
12 Elementary Grades (K-8): A student transferring into the District will be admitted and placed
13 subject to observation by appropriate teachers and a building principal during a probation period
14 of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a
15 student, school personnel will conduct an educational assessment to determine appropriate grade
16 and level placement.

17
18 Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is
19 subject to a satisfactory examination of the following:

- 20 1. Appropriate certificates of school accreditation;
- 21 2. Length of course, school day, and school year;
- 22 3. Content of applicable courses;
- 23 4. School building as it relates to credit earned (i.e., lab areas for appropriate science
24 or vocational instruction);
- 25 5. Appropriate evaluation of student performance leading toward credit issuance.

26
27 The District will follow Montana Accreditation Rules and Standards, along with local alternate
28 procedures for earning credit, in reviewing requests for transfer of credits. High school principals
29 have authority for approving credit transfers, subject to review by the Superintendent or the
30 Board.

31
32 The special needs of military students will be taken into consideration in accordance with the
33 Interstate Compact on Educational Opportunity for Military Children.

34
35 Transfer – Non-Voluntary

36
37 The District will make every effort to keep students enrolled in their neighborhood school.
38 Exceptions may become necessary in the case of over-crowded classrooms, special programs or
39 unforeseen circumstances.

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

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

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5 Transfer-Permissive

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

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

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14 Cross References:

15 Policy 3110R	Regulation Entrance, Placement, & Transfer
16 Policy 3124	Military Compact Waiver
17 Policy 3125	Education of Homeless Children
18 Policy 3413	Student Immunization

19
20 Legal References:

21 PL 100-77	McKinney Homeless Assistance Act
22 § 20-1-230, MCA	Interstate Compact on Educational Opportunity for Military Children
23 § 20-5-101, MCA	Admittance of Child to School
24 § 20-5-403, MCA	Immunization Required – Release and Acceptance of Immunization 25 Records
26 § 20-5-404, MCA	Conditional Attendance
27 § 20-5-405, MCA	Medical or Religious Exemption
28 § 20-5-406, MCA	Immunization Record
29 § 20-7-117, MCA	Kindergarten and Preschool Programs
30 § 44-2-511, MCA	School Enrollment Procedure
31 10.16.312, ARM	Local Educational Agency Responsibility for Students with Disabilities
32 10.5.601, ARM	School Enrollment Procedure

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34 Policy History:

35 Adopted on:	July 1, 2020
36 Revised on:	June 26, 2006
37 Revised on:	September 10, 2012
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39 Revised on:	August 10, 2015
40 Revised on:	November 13, 2017
41 Revised on:	September 9, 2019
42 Revised on:	January 11, 2011

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