

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 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. The Trustees may also admit an individual who has
20 graduated from high school but is not yet 19 years of age even though no special circumstances
21 exist for waiver of the age provision of this Policy.

22
23 School Entrance

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

1 Placement

2
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.

8
9 Children of Relocated Military Families

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

14
15 The student will be placed in the student data management system as soon as enrolled under this
16 provision. The student will attend classes during preliminary enrollment. The District will
17 include a student enrolled under this provision as part of the calculation of ANB.

18
19 Transfer

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

23
24 Elementary Grades (K-8)

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

31
32 Secondary Grades (9-12) Credit Transfer

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

- 36
37 1. Appropriate certificates of school accreditation;
38 2. Length of course, school day, and school year;
39 3. Content of applicable courses;
40 4. School building as it relates to credit earned (i.e., lab areas for appropriate science
41 or vocational instruction);
42 5. Appropriate evaluation of student performance leading toward credit issuance.

43
44 The District will follow Montana Accreditation Rules and Standards, along with local alternate
45 procedures for earning credit, in reviewing requests for transfer of credits. High school principals

1 have authority for approving credit transfers, subject to review by the Superintendent or the
2 Board.

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

6
7 Transfer – Non-Voluntary

8
9 The District will make every effort to keep students enrolled in their neighborhood school.
10 Exceptions may become necessary in the case of over-crowded classrooms, special programs or
11 unforeseen circumstances.

12
13 Any student subject to non-voluntary transfer shall have the right to return to the neighborhood
14 school as space becomes available or remain in the new school for the duration of that level of
15 education experience, i.e., elementary, middle, or high school.

16
17 Some factors that may necessitate student transfers are balancing of class loads, optimizing or
18 adjusting building capacities, meeting state standards, promoting or responding to educational
19 concerns, budgetary constraints, and/or operational effectiveness.

20
21 Transfer-Permissive

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

25
26 A request for permissive transfer may be granted at the discretion of the District.

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28 Cross References:

29 Policy 3110R	Regulation Entrance, Placement, & Transfer
30 Policy 3124	Military Compact Waiver
31 Policy 3125	Education of Homeless Children
32 Policy 3413	Student Immunization

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34 Legal References:

35 PL 100-77	McKinney Homeless Assistance Act
36 § 20-1-230, MCA	Interstate Compact on Educational Opportunity for Military 37 Children
38 § 20-5-101, MCA	Admittance of Child to School
39 § 20-5-403, MCA	Immunization Required – Release and Acceptance of 40 Immunization Records
41 § 20-5-404, MCA	Conditional Attendance
42 § 20-5-405, MCA	Medical or Religious Exemption
43 § 20-5-406, MCA	Immunization Record
44 § 20-7-117, MCA	Kindergarten and Preschool Programs
45 § 44-2-511, MCA	School Enrollment Procedure

1 10.16.312, ARM Local Educational Agency Responsibility for Students with
2 Disabilities
3 10.5.601, ARM School Enrollment Procedure
4 10.55.601, et seq., ARM Accreditation Standards: Procedures
5 Chapter 20 – 2021 General Legislative Session
6 HB 246 – 2021 General Legislative Session
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8 Policy History:

9 Adopted on: July 1, 2020
10 Revised on: June 26, 2006
11 Revised on: September 10, 2012
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