

1 Great Falls School District

2
3 **STUDENTS**

3141P

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5 Nonresident Student Enrollment Procedures

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7 1. Application Submission:

- 8 • All nonresident students, K-12, excluding foreign exchange students, seeking
9 enrollment must submit their electronic application for admission for the
10 succeeding year by March 15th for fall enrollment and December 15th for spring
11 enrollment. If unable to submit an electronic application, paper applications will
12 be available upon request at the Great Falls Public Schools District Offices.
13 • Applications should be submitted to the Superintendent or designee using form
14 3141F1.
15 ○ The application must also include a copy of attendance and behavior
16 records for the last three (3) years from current or previous school or
17 homeschool documentation if applicable. Incomplete applications will
18 not be considered.
19 ○ Upon receipt, each application will be assigned a random and
20 confidential non-identifying number to keep the student's name private.
21 ○ Within ten (10) days of receipt of a complete application, the family will
22 be notified of their confidential application number and estimated date
23 of review by the Board of Trustees.
24 • Nonresident students currently enrolled in the Great Falls School District must
25 complete an application each school year, for the succeeding year by the dates
26 indicated above.

27
28 2. Late applications:

- 29 • Late applications may be accepted at the discretion of the Superintendent or
30 designee, only in extreme and extenuating circumstances.

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32 3. Application Review:

- 33 • The Superintendent or designee reviews applications in accordance with Policy
34 3141F1 and §20-5-320, MCA.
35 ○ Applications will be prioritized based on:
36 ■ The quality of education for students who are residents of the
37 district of attendance as defined by the [District's Strategic Plan](#).
38 ■ Applications from students whose parents are at least .5 FTE
39 employees of the District and employees of the District's
40 contracted transportation provider who are scheduled at least 20
41 hours per week.
42 ■ Students with siblings who are currently enrolled in the District as
43 nonresident students.
44 ■ Students with active military parent(s)/guardian(s).

- 1 ○ The District notifies the parent or guardian within ten (10) days of the
- 2 application regarding the anticipated date for approval or disapproval by
- 3 the Board of Trustees.
- 4 ○ Board approval is for acceptance into the District only. School
- 5 placements for nonresident students will be made no later than August
- 6 15th of the upcoming school year.
- 7

8 4. Board of Trustees Decision:

- 9 • Not more than thirty (30) days following the application deadline, the
- 10 Superintendent or designee submits a list of applicants to the Board of Trustees
- 11 with recommendations.
- 12 • Families who have complete applications will be notified two (2) weeks prior to a
- 13 regular scheduled Board meeting via email of the recommendation for
- 14 approval/disapproval of their child's application. Families of applicants who are
- 15 recommended for waitlist or disapproval may request a discussion of their child's
- 16 application in a closed executive session of the Board.
- 17 • The Board will approve or deny requests for nonresident enrollment during a
- 18 Board meeting.
- 19 • If applications recommended for approval exceed available openings at a grade
- 20 level/band a waitlist will be developed on a first come first served basis.
- 21 • Approval will be for enrollment in the District only. School placements will be
- 22 made no later than August 15th.
- 23

24 5. Approval or Disapproval Criteria:

- 25 • The Superintendent or designee recommends approval unless it negatively
- 26 impacts education quality in specific ways, as outlined in the policy. Applications
- 27 will be recommended for disapproval if the student is/has been:
 - 28 ○ Truant as defined in §20-5-106, MCA, in the last school district
 - 29 attended;
 - 30 ○ Expelled by another school district at any time; or
 - 31 ○ Suspended in another school district in any of the three (3) school fiscal
 - 32 years preceding the school fiscal year for which attendance is requested.
 - 33 This Subsection does not apply to a student who is eligible for special
 - 34 education or related services.
 - 35
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37 6. Nondiscrimination and Prioritization:

- 38 • Review and decisions must align with District policies on nondiscrimination.
- 39 • In the case of more applications received than capacity allows, prioritization will
- 40 be based on the [District's Strategic Plan](#), which may include children of District
- 41 employees, employees of the District's contracted transportation provider, siblings
- 42 of previously admitted nonresident students, and students with active military
- 43 parent(s)/guardian(s).
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7. Notification of Decision:

- Within ten (10) days of approval, the District provides a letter of acceptance to the parent/guardian and copies of the Student Attendance Agreement (Policy 3141F2) to the parent or guardian and the district of residence.
- Within ten (10) days of disapproval, the District provides a letter of denial with specific allowable reasons consistent with the policy and supporting documentation.

8. Approved Applications

- For approved applications, the District provides a copy of the completed agreement to relevant authorities (County Superintendent of Schools of the county or residence, County Superintendent of Schools of the county of attendance, and the Superintendent of Public Instruction).

9. Obligations Notification:

- If a student enrolls outside their district of residence, the district of attendance notifies the district of residence by July 15th regarding any obligations under §20-5-323, MCA.

10. Appeal Process:

- If an attendance agreement is disapproved or no action is taken, the parent or guardian may appeal in accordance with Montana law ARM 10.6.103.
- Any appeal should be directed to the Cascade County Superintendent of Schools.

11. Transportation Responsibilities:

- The family of a nonresident student is responsible for transportation.

12. MHSA Implications:

- The Montana High School Association (MHSA) sets regulations pertaining to students' eligibility for participation in speech and athletics. The District follows those regulations and does not assure that nonresident students will be eligible for participation in MHSA-sanctioned activities.
- Refer to the [MHSA Handbook](#) for specific transfer rules.

Cross References:

Policy 3141	Nonresident Student Enrollment
Policy 3141F1	Nonresident Enrollment Application
Policy 3141F2	Student Attendance Agreement

Legal References:

§ 20-5-106, MCA	Truancy
§ 20-5-320, MCA	Attendance with Discretionary Approval
§ 10.6.103, ARM	Initiating School Controversy Procedure Process

Policy History:

Adopted on: February 12, 2024