Office use only:
Date: _____
Time:_____

Billings Public Schools
Out of District Request to Enter on Tuition Basis
School Term 2019 to 2020
(Needs to be completed every year)

*Parent/Guardian complete form and submit to K-12 Executive Director's office. Copy with decision will be sent to the parent/guardian.

Student Information

Student Name: _____
First Name M.I. Last Name Suffix

Present Grade: _____State ID: _____

Birth Date: _____ Turns 18 on: _____

District of Residence School: _____ BPS School Requested: _____

Student Address: _____
Street City State Zip

Current School Attending: _____ Desired Date of Transfer:_____

Parent/Guardian Information

Parent/Guardian Name: _____
First Name M.I. Last Name Suffix

Parent/Guardian Address: _____
Street City State Zip

Phone: _____Secondary Phone: _____

☐ Lives with student

☐ Guardian

Parent/Guardian Name: _____
First Name M.I. Last Name Suffix

Parent/Guardian Address: _____
Street City State Zip

Phone: _____Secondary Phone: _____

☐ Lives with student

☐ Guardian

Billing

☐ (Mark if same as above)

Name: _____

First Name M.I. Last Name Suffix

Address: _____

Street City State Zip

Phone: _____ Secondary Phone: _____

Tuition Amount: (2018-2019 rate)

☐ K-6 $1,114.60 (TUI1) Prorated Amount: $_____

☐ 7-8 $1,427.20 (TUI1)

☐ 9-12 $1,427.20 (TUI2)

***Note**: **Tuition rate subject to change based on 2019-2020 state rate.**

Additional Information

Does the student have any learning needs that we should be apprised? ☐ Yes ☐ No

If yes, please explain: _____

_____

_____

Has the student ever been suspended or expelled from any school? ☐ Yes ☐ No

If yes, please explain: _____

_____

_____

My reason(s) for requesting to enter on a tuition basis: (Additional information may be attached)

_____

_____

To be completed by the parent: (Please check the boxes below to indicate which documents are attached. If you have not attached a document or documents listed below, please explain why.)

_____ Academic Records (e.g. report card, transcript, etc.)

_____ Attendance Records

_____Behavior/Discipline Records

_____ Special Education Records

_____ Other (please explain) _____

Activities in which the student desires to participate in, if transfer is approved:

_____

_____

I understand I must provide transportation and that varsity level MHSA eligibility may be affected if my child is allowed to enter on a tuition basis.

Acceptance as a tuition student will be based on the criteria set forth in Policy No. 3141 of the Billings Schools' Policies and Procedures.

I have read Policy 3141 and Procedure 3141 and agree to the conditions.

Parent/Guardian Signature: _____Date: _____

Upon K-12 Executive Director's approval of student entering his/her school, the parent/guardian is to take this document to the Business Office, Room 206, Lincoln Center, 415 North 30th Street, Billings, MT 59101 to fill out an official tuition contract regarding entering as a tuition student. The parent/guardian shall be responsible for payment unless otherwise arranged as set forth when signing the tuition agreement in the business office. Failure to pay tuition will result in the parent/guardian being notified that the student will no longer be allowed to attend said school. School administrators will also be notified of nonpayment of tuition and will be requested to un-enroll said student.

For District Use Only

☐ Approve - School Placement: _____

☐ Deny

_____

K-12 Executive Director Date

Comments: _____

_____

_____

_____

_____

Acceptance as a tuition student will be based on the criteria set forth in Policy No. 3141 of the Billings Schools' Policies and Procedures.

Upon K-12 Executive Director's approval of student entering his/her school, the parent/guardian is to take this document to the Business Office, Room 206, Lincoln Center, 415 North 30th Street, Billings, MT 59101 to fill out an official tuition contract regarding entering as a tuition student. The parent/guardian shall be responsible for payment unless otherwise arranged as set forth when signing the tuition agreement in the business office. Failure to pay tuition will result in the parent/guardian being notified that the student will no longer be allowed to attend said school. School administrators will also be notified of nonpayment of tuition and will be requested to un-enroll said student.