



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Make sure the school year is entered

STUDENT ATTENDANCE AGREEMENT

School Year 20____ - 20____
(Elementary and High School)

Instructions: (use separate form for each student)

Parent/Guardian or Official of Placing State Agency/Court or District: Complete Part I and submit to clerk of District of Choice/Placement. Use one form for each student. You should receive a copy of the form back, indicating approval or denial.

District of Choice/Placement: Trustees may act on this application when submitted by a parent/guardian or placing state agency or court official. However, the district may not count the student as an "eligible transportee" for state and county transportation reimbursement without the signature of the resident district on this application. **If approved:** send copies of the approved form to: 1) parent/guardian or official of the state agency/court; 2) clerk of the District of Residence; and 3) the Superintendent of Public Instruction, *if the state will pay tuition and/or transportation costs.* **If not approved:** send copies to parent/guardian or official of placing state agency/court.

District of Residence: (Approval in Section IV is necessary to allow District of Choice/Placement to transport the non-resident student as an "eligible transportee" for purposes of state/county transportation reimbursement OR if District of Residence is responsible for paying tuition.) **If approved,** send copies to: 1) parent/guardian or official of placing agency/court; 2) clerk of District of Choice/Placement; and 3) county superintendents of each county. **If not approved,** notify parent/guardian and District of Choice/Placement.

Superintendent of Public Instruction: (For placements only) OPI approval is required if the state will pay tuition or transportation. OPI must receive and approve this form and a form FP-15 Tuition Report NO LATER than June 30 in the year following attendance.

SECTION I: TO BE COMPLETED BY PARENT/GUARDIAN -OR- OFFICIAL OF STATE AGENCY/COURT

I request that the following student be allowed to attend in a school district outside the student's District of Residence.

Student Name (Last, First, M.I.)		Grade (for year of attendance)
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State ID:	Birth Date (18 year olds are residents) Mo____ Day____ Year____	If Kinder (circle one) K Half or K Full
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Student Address	City/State/Zip Code
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District of Residence (Where parent resides)	What school district should be contacted for student records?
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District of Choice/Placement	Date Attendance will Begin:	Scheduled Number of Pupil Instruction Days:
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Individual Making Request: <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Court <input type="checkbox"/> State Agency	Student Placement: <input type="checkbox"/> Foster Home Placement <input type="checkbox"/> Group Home Placement <input type="checkbox"/> District to District
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If the student is enrolling after the first day of school, please indicate the actual days they will be attending since it will be less than 180.

Select the appropriate placement for the student

Name of Parent/Guardian -OR- Name and Title of Official of State Agency/Court Responsible for Placement: (print)	Telephone Number
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Representing (Name and Address of State Agency/Court, if State Agency/Court request)

Parent Request
This agreement will be returned to the parent/guardian after approval/disapproval and will specify the costs, if any, which will be charged to the parent/guardian for attendance. If the student attends under this agreement, the parent/guardian agrees to pay the costs, if any, charged to him or her under the terms of this agreement.

Signature of Parent/Guardian: _____ Date: _____

State Agency/Court Request
Signature of Official of State Agency/Court: _____ Date: _____

The student's guardian is the ONLY person who can sign. Group home officials cannot sign this form. They will be required to obtain the guardian signature.

SECTION II: TRANSPORTATION – TO BE COMPLETED BY PARENT/GUARDIAN

Parties must specify here the responsibilities and costs for transportation amount reimbursed to the district by the state and county (i.e., may be provided only for the distance from the home to the closest school or attends.

NO TRANSPORTATION will be provided. Parent/guardian will transport at own expense. (GO TO SECTION III.)

DISTRICT OF CHOICE/PLACEMENT AND RESIDENCE

transporting nonresident students if costs exceed the... For parent requests, mileage reimbursements can be... rection, regardless of which school district the student

Check all that apply	<p>District of Choice/Placement will provide transportation: In order to claim a non-resident student as an "eligible transportee" for purposes of state and county reimbursement, the approval of the District of Residence is required in Section IV. Without approval, the District of Choice/Placement may not transport the student at state/county expense.</p> <p><input type="checkbox"/> Bus service, at NO COST</p> <p><input type="checkbox"/> Bus service, charging parents \$_____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Bus service, charging District of Residence \$_____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Bus service, charging State of Montana \$_____ per year (over-schedule costs only -- attach documentation of costs)</p> <p><input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)</p>
	<p>District of Residence will provide transportation:</p> <p><input type="checkbox"/> Bus service, at NO COST</p> <p><input type="checkbox"/> Bus service, charging parent \$_____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)</p>

This section will be completed by Beth Kornick in the district enrollment office

SECTION III: TUITION COSTS - TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

"Mandatory" means the attendance meets criteria in Section 20-5-321, MCA. Both districts must accept the attendance if true: (a) Student lives closer to school the student wishes to attend, and more than 3 miles from own school, and the regular bus transportation or mileage reimbursements; (b) The County Transportation Committee has determined that geographic barrier for student to attend his own school; (c) Another child of the student's family must attend high school in a different elementary district than the elementary district where the student lives; (d) The elementary student lives in a district of residence, or youth in need of supervision, or youth in need of supervision. Trustees of either district may disapprove the application. Students placed in group homes or residential treatment facilities may not be eligible for transportation reimbursement. The amount is the sum of the regular ed rate and the special rate.

If transportation is included, add the amount to this total.

If tuition is waived check this box. A tuition agreement is still required to be filled out even though no monies are collected.

<input type="checkbox"/> Tuition is <u>waived</u> . No tuition will be charged. (GO TO SECTION IV)	REGULAR RATE	SPECIAL RATE (ATTACH FP-14A) Option A-Line 10a or 10b Option B-Line 22 Option C-Line 26 w/o Disabilities-Line 38	TOTAL ANNUAL TUITION (Note: Prorate final charges based on days enrolled)
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Check One and Indicate the Annual Amount of Tuition Parent/Guardian Request: <input type="checkbox"/> Discretionary - Parent/Guardian requests to enroll student outside district of residence.			(Parent/Guardian)
<input type="checkbox"/> Mandatory - Elementary student to attend where high school age sibling(s) attends.			(Parent/Guardian)
<input type="checkbox"/> Mandatory Student lives closer to school of choice and at least 3 miles from resident district school AND district of residence provides no bus service or mileage reimbursements.			(District of Residence)
<input type="checkbox"/> Mandatory - Geographic barrier prohibits attendance in District of Residence. District of Residence will be charged.			(District of Residence)

State/Court Placement: (includes Parental & State/Court Foster and Group Home Placements) <input type="checkbox"/> Mandatory - The State of Montana will be charged. (See 20-5-323, MCA for allowable tuition charges.) Mail completed form to: Montana Office of Public Instruction PO Box 202501 Helena MT 59620-2501			(State of Montana)
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District-to-District Placement: (initiated by District of Residence) <input type="checkbox"/> Discretionary - District of Residence will be charged.			(District of Residence)
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SECTION IV: AGREEMENTS AND SIGNATURES

A. DISTRICT OF CHOICE/PLACEMENT – This signature is required for both discretionary and mandatory agreements.
 The Board of Trustees:
 DISAPPROVES APPROVES this application subject to receipt of transportation/tuition charges stated on the application.
 Print Name of Chairperson, Board of Trustees: _____
 Signature of Chairperson, District of Choice/Placement: _____ Date: _____

B. DISTRICT OF RESIDENCE DISCRETIONARY:
 The Board of Trustees:
 DOES NOT PERMIT PERMITS the District of Choice/Placement to claim this student as an "ELIGIBLE TRANSPORTEE" for purposes of state and county transportation reimbursement.
 DISAPPROVES APPROVES this application allowing the costs of tuition stated in Section III and over-schedule transportation costs to be charged to the District of Residence, and agrees to pay the costs of tuition stated in Section II, if any.
MANDATORY:
 The Board of Trustees:
 ACKNOWLEDGES this application, allowing the student to enroll in the District of Choice/Placement, and agrees to pay tuition stated in Section III (if applicable – MCA 20-5-324 (5)(a)) and over-schedule transportation costs stated in Section II, if any, subject to the state laws and administrative rules, on behalf of the State of Montana.
 Print Name of Chairperson, Board of Trustees _____
 Signature of Chairperson, District of Residence: _____ Date: _____

Beth Kornick will submit the agreement to be approved by the board. Then the agreement will be sent to the District of Residence for a signature.

C. SUPERINTENDENT OF PUBLIC INSTRUCTION - This signature is required for both discretionary and mandatory agreements.
MANDATORY ONLY:
 The Superintendent of Public Instruction:
 ACKNOWLEDGES this application and agrees to pay tuition stated in Section III, if any, and any over-schedule transportation costs stated in Section II, if any, subject to the state laws and administrative rules, on behalf of the State of Montana.
 Print Name of OPI Representative: _____
 Signature of OPI Representative: _____ Date: _____

Payment Dates:
 If PAID BY: District Half by 12/31 and half by 6/15 of year following attendance year
 State During year following year of attendance
 Parent/guardian During year of attendance, based on payment schedule provided by district policy