

Office use only:
Date: _____
Time: _____

Billings Public Schools
Montana Resident
Out of District Request to Enroll
2024-2025 School Year

(A new application must to be completed every year)

*Parent/Guardian complete and submit to K-5 or 6-12 Executive Directors' office.

415 North 30th Street, Billings, MT 59101

Final determination letter will be sent to 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 Enrollment: _____

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

Legal 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

Additional Information

Does the student have any learning needs of which 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 as an out of district student: (Additional information may be attached)

All documents listed are required to be submitted with this application. If a document(s) are not included, please explain why. If there are not any behavior/discipline/special education/504 records, a statement from the resident school district stating this is sufficient).

- Academic Records (e.g. report card, transcript, etc.)
- Attendance Records
- Behavior/Discipline Records (the last three school years)
- Special Education Records
- 504 Plan
- Other (please explain) _____

Activities in which the student desires to participate, 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 as an out of district student.

Acceptance as an out of district 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: _____

For District Use Only

Approve - School Placement: _____

Deny

K-12 Executive Director

Date

Comments:

STUDENT ATTENDANCE AGREEMENT (FP-14.1)

PARENT PLACEMENT OR DISTRICT TO DISTRICT AGREEMENT

School Year 20__ - 20__

SECTION I: TO BE COMPLETED BY PARENT/GUARDIAN

I request that the following student be allowed to attend a school district outside the student's district of residence:

Student Name (last, first, middle initial)	Birthdate
Parent/Guardian Address (physical)	
Student Address (group home only)	
Parent/Guardian Signature (or Group Home Manager, in Place of Parent/Guardian) This agreement will be returned to the parent/guardian after acceptance by the district of choice 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 the parent/guardian under the terms of this agreement. Signature of Parent/Guardian _____ Date: _____	

SECTION II: TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Student State ID	Student Grade
District of Choice/Placement	District of Residence
Individual Making Request Parent/Guardian District	Student Placement Group Home Placement District to District Placement
Enrollment Start Date	Annual Pupil Instruction Days

SECTION III: TRANSPORTATION – TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Transportation Provided by District of Choice/Placement Transportation is the responsibility of the parent/guardian. Transportation is discretionarily provided by the district of attendance, in accordance with 20-10-122, MCA. <i>*The child is not an eligible transportee as defined in 20-10-101, MCA</i>

SECTION IV: TUITION COSTS – TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Type of Agreement (Check one and indicate the annual amounts of Regular Education, Special Rate and Total Annual Tuition)	Regular Education Rate	Special Rate (Attach FP-14A)	Total Annual Tuition (Regular Education Rate + Special Rate)
Parent/Guardian Request Discretionary – Parent/Guardian requests to enroll student outside District of Residence	\$ _____	\$ _____	\$ _____
Mandatory – Student to attend same school system as high school or elementary age sibling(s) attends	\$ _____	\$ _____	\$ _____
Mandatory – Student lives closer to school of choice and at least 3 miles from resident district school AND District of Residence does not provide transportation	\$ _____	\$ _____	\$ _____
Mandatory – Geographic barrier prohibits attendance in District of Residence	\$ _____	\$ _____	\$ _____

Type of Agreement (Check one and indicate the annual amounts of Regular Education, Special Rate and Total Annual Tuition)	Regular Education Rate	Special Rate (Attach FP-14A)	Total Annual Tuition (Regular Education Rate + Special Rate)
Group Home Placement	\$ _____ (District of Residence)	\$ _____ (State of Montana)	\$ _____ (Total)
District to District Placement		\$ _____	\$ _____

SECTION V: AGREEMENTS AND SIGNATURES

Transportation and tuition will be charged as indicated in Sections III and IV.

A. DISTRICT OF CHOICE/PLACEMENT

The Board of Trustees:

____ APPROVES this Student Attendance Agreement

____ DISAPPROVES this Student Attendance Agreement

Board Chair _____

Signature _____ Date: _____

B. DISTRICT OF RESIDENCE

The Board of Trustees:

____ APPROVES this Student Attendance Agreement

____ DISAPPROVES this Student Attendance Agreement

____ ACKNOWLEDGES receipt of this Student Attendance Agreement

Board Chair _____

Signature _____ Date _____

District of Residence Determination 1-1-215, MCA (check one):

	The residence of the minor's parents.
	If one of the parents is deceased or the parents do not share the same residence, the residence of the parent having legal custody.
	If neither parent has legal custody, the residence of the legal guardian or custodian appointed by a court of competent jurisdiction (not a foster parent).
	The district of residence for a child following the termination of parental rights and before a permanent placement is accomplished is the physical location of the district court that ordered termination.
	The district of residence of a child whose custodial parent is incarcerated is the school district where the custodial parent resided prior to incarceration.
	If there are questions concerning legal residency, consult with the agency responsible for the child's placement in the district.
	In the case of controversy, the district court has jurisdiction over residence.