

## Out-of-District Student Enrollment Form

Continuing Students: Please complete and return this form by July 15th.

I am an out-of-district student that is applying to attend Havre Public School District. I understand that I must provide the following information and agree to the attendance, conduct, and academic procedures outlined below. A separate application form must be completed for each student seeking admission.

I hereby request that attendance in the Havre School District be approved for the following named child for the \_\_\_\_\_ school year.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade Level Requested

\_\_\_\_\_  
Prior School Name

\_\_\_\_\_  
Town/City of Prior School

\_\_\_\_\_  
State

Name and mailing address of custodial parent, legal guardian or other person with documented legal custody of this student. If there are separate addresses for mother and father, please list both. Also, list the name of the school district in which this residence is located.

<i>Parent</i>	<i>Mailing Address</i>	<i>School District</i>
<i>Parent</i>	<i>Mailing Address</i>	<i>School District</i>

Physical address of residence where child is actually living. Box or route number is not sufficient. Students not residing with custodial parent, legal guardian or other person with documented legal custody will not be admitted except by court order, unless custodial parent, legal guardian or other person with documented legal custody also resides in the district.

*Address of Parent/Guardian where child resides*

Please answer "YES" or "NO" to the following questions. Failure to answer all questions or false representation may be grounds to not admit or to remove a student from attendance with the Havre School District. ***If you answer "NO" to question 4 and/or 5 or if you answer yes to questions 6 and/or 7 please attach an explanation on a separate paper.***

1. Are you continuing enrollment in Havre School District? ..... \_\_\_\_\_
2. Will transportation services be requested? (MCA 20-10-126 (2b) must be followed). ..... \_\_\_\_\_  
*Out-of-District students must board the school bus at a designated Havre School District approved pick-up/drop-off zone.*
3. Will special education services be requested? ..... \_\_\_\_\_  
*This information will be used for staff purposes only and will not be considered as criteria for admission.*

Items for consideration on the application for out-of-district students to the Havre School District

4. My school record is free of truancies or attendance issues ..... \_\_\_\_\_
5. I have read and understand Board Policy 3141 ..... \_\_\_\_\_
6. I have all passing grades in the school that I previously attended ..... \_\_\_\_\_
7. I have been expelled, suspended or have a criminal record ..... \_\_\_\_\_
8. I have pending issues that could cause me to be expelled, suspended or have criminal charges brought: \_\_\_\_\_

***Please return the completed form along with previous school records (academic and attendance) to the Building Principal.***

**I understand that I must re-apply for admission by July 15. If this deadline is not met, you must appear before the Havre School Board at a regularly scheduled meeting to request admission. Admission in one school year does not imply or guarantee admission in subsequent years.**

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**\*\*Completion of this document does not ensure that the applicant will be admitted to Havre School District. Please make any appropriate arrangements on the event that the applicant is not ultimately admitted.\*\***

School District use only:

**Date received:** \_\_\_\_\_

**Background check completed by:** \_\_\_\_\_

**Information obtained from:** \_\_\_\_\_

**Academics Conduct Attendance:** \_\_\_\_\_

**Check one:**  Accept

Decline If declined, I may appeal to the Havre Public School District Board of Trustees. (Policy 3141)