

1 Great Falls School District

2  
3 **STUDENTS**

3110

4  
5 Entrance, Placement, and Transfer

6  
7 Entrance, Date, and Age

8  
9 The Trustees will enroll and admit a child to a school in the District when the child is five (5)  
10 years of age or older on or before the tenth (10<sup>th</sup>) day of September of the school year in which  
11 the child is to enroll but is not yet nineteen (19) years of age who is a resident of the District.  
12 Parents may request a waiver of the age requirement. All waivers are granted at the sole  
13 discretion of the Trustees.

14  
15 Non-resident students may be admitted at the discretion of the Trustees. Children will be  
16 enrolled in the grade identified in accordance with District policy or at the discretion of the  
17 administration in consultation with the student's parents or guardians. The District requires proof  
18 of identity and an immunization record for every child to be admitted to District schools.

19  
20 The Trustees may, at their discretion, assign and admit a child to a school in the District who is  
21 under five (5) years of age or an adult who is nineteen (19) years of age or older, if there are  
22 exceptional circumstances that merit waiving the age provision. The Trustees may also admit an  
23 individual who has graduated from high school but is not yet nineteen (19) years of age even  
24 though no special circumstances exist for waiver of the age provision of this Policy. Students  
25 enrolled by the Trustees under this provision shall find the student's exceptional circumstances:

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27
- 28 • The child under five (5) is determined by the Trustees to be ready for kindergarten and  
29 the child's parents have requested early entry into the District's regular one (1) year  
30 kindergarten program;
  - 31 • The child under five (5) is being admitted into a early literacy targeted intervention  
32 classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165;  
33 or
  - 34 • The adult is nineteen (19) years of age or older and in the Trustees determination would  
35 benefit from educational programs offered by a school of the District.

36 The Trustees shall admit and assign a child who is enrolled in a nonpublic or home school and  
37 who meets the age and residency requirement of this policy on a part-time basis at the request of  
38 the child's parent or guardian consistent with the provisions of Policy 3150. A part-time enrollee  
39 shall be calculated for purposes of ANB consistent with Policy 3121.

40  
41 School Entrance

- 42
- 43 • The District requires that a student's parents, legal guardian, or legal custodian present  
44 proof of identity of the child to the school within forty (40) days of enrollment, as well as  
45 proof of residence in the District. If the students parents, legal guardian, or legal  
46 custodian does not present the proof of identity required within forty (40) days of

1 enrollment or if the District does not receive the school records of the student within sixty  
 2 (60) days of enrollment, the school shall notify the Missing Children Information  
 3 Program provided in § 44-2-502, MCA and a local law enforcement authority of the fact  
 4 that no proof of identity has been presented for the student. Students who are not  
 5 residents of the District may apply for admission pursuant to Policy 3141. For the  
 6 purposes of this section “proof of identity” means a certified copy of a birth certificate, a  
 7 certified transcript or similar student records from the previous school, or any  
 8 documentary evidence that a school district considers to be satisfactory proof of identity.  
 9 § 44-2-511(6)(a), MCA.

- 10
- 11 • To be admitted to District schools, in accordance with the Montana Immunization Law, a  
 12 child must have been immunized against varicella, diphtheria, pertussis, tetanus,  
 13 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents  
 14 approved by the department. Immunizations may not be required if a child qualifies for  
 15 conditional attendance, or an exemption is filed as provided by Montana law.  
 16
  - 17 • The above requirements are not to serve as barriers to immediate enrollment of student  
 18 designated as homeless or foster children as required by the Every Student Succeeds Act  
 19 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with  
 20 the local child welfare agency, the school last attended, or other relevant agencies to  
 21 obtain necessary enrollment documentation and ensure a student receives education  
 22 services in the best interests of the child. The Superintendent or designee shall serve as  
 23 point of contact with all applicable agencies to review records, facilitate services and  
 24 resolve disputes.  
 25

### 26 Placement

27

28 The District goal is to place students at levels and in settings that will increase the probability of  
 29 student success. Developmental testing, together with other relevant criteria, including but not  
 30 limited to health, maturity, emotional stability, and developmental disabilities, may be  
 31 considered in the placement of all students. Final disposition of all placement decisions rests  
 32 with the principal, subject to review by the Superintendent or the Board.  
 33

### 34 Children of Relocated Military Families

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36 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana  
 37 under military orders to a school in the District and allow the child to preliminarily enroll in  
 38 classes and apply for programs offered by the District prior to arrival and establishing residency.  
 39

40 The student will be placed in the student data management system as soon as enrolled under this  
 41 provision. The student will attend classes during preliminary enrollment. The District will  
 42 include a student enrolled under this provision as part of the calculation of ANB.  
 43

### 44 Transfer

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1 District policies regulating the enrollment of students from other accredited elementary and  
2 secondary schools are designed to protect the educational welfare of children.

3  
4 Elementary Grades (K-8)

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6 A student transferring into the District will be admitted and placed subject to observation by  
7 appropriate teachers and a building principal during a probation period of two (2) weeks.  
8 Thereafter, should doubt arise as to initial grade and level placement of a student, school  
9 personnel will conduct an educational assessment to determine appropriate grade and level  
10 placement.

11  
12 Secondary Grades (9-12) Credit Transfer

13  
14 A transfer of credits from any secondary school is subject to a satisfactory examination of the  
15 following:

- 16  
17 1. Appropriate certificates of school accreditation;  
18 2. Length of course, school day, and school year;  
19 3. Content of applicable courses;  
20 4. School building as it relates to credit earned (i.e., lab areas for appropriate science  
21 or vocational instruction);  
22 5. Appropriate evaluation of student performance leading toward credit issuance.  
23

24 The District will follow Montana Accreditation Rules and Standards, along with local alternate  
25 procedures for earning credit, in reviewing requests for transfer of credits. High school principals  
26 have authority for approving credit transfers, subject to review by the Superintendent or the  
27 Board.

28  
29 The special needs of military students will be taken into consideration in accordance with the  
30 Interstate Compact on Educational Opportunity for Military Children.

31  
32 Transfer – Non-Voluntary

33  
34 The District will make every effort to keep students enrolled in their neighborhood school.  
35 Exceptions may become necessary in the case of over-crowded classrooms, special programs or  
36 unforeseen circumstances.

37  
38 Any student subject to non-voluntary transfer shall have the right to return to the neighborhood  
39 school as space becomes available or remain in the new school for the duration of that level of  
40 education experience, i.e., elementary, middle, or high school.

41  
42 Some factors that may necessitate student transfers are balancing of class loads, optimizing or  
43 adjusting building capacities, meeting state standards, promoting or responding to educational  
44 concerns, budgetary constraints, and/or operational effectiveness.

45  
46 Transfer-Permissive

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2 Parents of students not living within an elementary, middle, or high school’s attendance area  
3 boundary may apply to attend a school through the “permissive transfer” process.

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5 A request for permissive transfer may be granted at the discretion of the District.

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7 Cross References:

8 Policy 3110R Regulation Entrance, Placement, & Transfer  
9 Policy 3121 Enrollment and Attendance Records  
10 Policy 3124 Military Compact Waiver  
11 Policy 3125 Education of Homeless Children  
12 Policy 3150 Part-Time Attendance  
13 Policy 3413 Student Immunization

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15 Legal References:

16 PL 100-77 McKinney Homeless Assistance Act  
17 § 20-1-230, MCA Interstate Compact on Educational Opportunity for Military  
18 Children  
19 § 20-5-101, MCA Admittance of Child to School  
20 § 20-5-102, MCA Compulsory Enrollment and Excuses  
21 § 20-5-403, MCA Immunization Required – Release and Acceptance of  
22 Immunization Records  
23 § 20-5-404, MCA Conditional Attendance  
24 § 20-5-405, MCA Medical or Religious Exemption  
25 § 20-5-406, MCA Immunization Record  
26 § 20-7-117, MCA Kindergarten and Preschool Programs  
27 § 44-2-503, MCA Missing Children Information Program  
28 § 44-2-511, MCA School Enrollment Procedure  
29 10.16.312, ARM Local Educational Agency Responsibility for Students with  
30 Disabilities  
31 10.5.601, ARM School Enrollment Procedure  
32 10.55.601, et seq., ARM Accreditation Standards: Procedures

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34 Policy History:

35 Adopted on: July 1, 2020  
36 Revised on: June 26, 2006  
37 Revised on: September 10, 2012  
38 Revised on: January 26, 2015  
39 Revised on: August 10, 2015  
40 Revised on: November 13, 2017  
41 Revised on: September 9, 2019  
42 Revised on: January 11, 2011  
43 Revised on: June 14, 2021  
44 Revised on: September 11, 2023  
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