Great Falls School District

STUDENTS   3141P

<u>Nonresident Student Enrollment Procedures</u>

1. Application Submission:
    - All nonresident students, K-12, excluding foreign exchange students, seeking enrollment must submit their electronic application for admission for the succeeding year by March 15th for fall enrollment and December 15th for spring enrollment. If unable to submit an electronic application, paper applications will be available upon request at the Great Falls Public Schools District Offices.
    - Applications should be submitted to the Superintendent or designee using the online Out-of-District Enrollment Form.
        o Upon receipt, each application will be assigned a random and confidential non-identifying number to keep the student's name private.
        o Within ten (10) days of receipt of a complete application, the family will be notified of their confidential application number and estimated date of review by the Board of Trustees.
    - Nonresident students currently enrolled in the Great Falls School District must complete an application each school year, for the succeeding year by the dates indicated above.

2. Late applications:
    - Late applications may be accepted at the discretion of the Superintendent or designee, only in extreme and extenuating circumstances.

3. Application Review:
    - The Superintendent or designee will review applications in accordance with §20-5-320, MCA.
        o Applications will be prioritized based on:
            ▪ The quality of education for students who are residents of the district of attendance as defined by the District's Strategic Plan.
            ▪ Applications from students whose parents are at least .5 FTE employees of the District and employees of the District's contracted transportation provider who are scheduled at least 20 hours per week.
            ▪ Students with siblings who are currently enrolled in the District as nonresident students.
            ▪ Students with active military parent(s)/guardian(s).
        o The District will notify the parent or guardian within ten (10) days of receipt of application regarding their child's identifier number and the anticipated Board meeting date for approval or disapproval by the Board of Trustees.
        o Board approval is for acceptance into the District only. School placements for nonresident students will be made no later than August

15ᵗʰ of the upcoming school year.

4. Board of Trustees Decision:
   - Not more than thirty (30) days following the application deadline, the Superintendent or designee will submit a list of applicants to the Board of Trustees with recommendations.
   - The Board will approve or deny requests for nonresident enrollment during a Board meeting. Families of applicants who are recommended for waitlist or disapproval may request a discussion of their child's application in a closed executive session of the Board.
   - If applications recommended for approval exceed available openings at a grade level/band a waitlist will be developed on a first come first served basis.
   - Approval will be for enrollment in the District only. School placements will be made no later than August 15ᵗʰ.

5. Approval or Disapproval Criteria:
   - The Superintendent or designee will recommend approval unless it negatively impacts education quality in specific ways, as outlined in the policy. Applications will be recommended for disapproval if the student is/has been:
     - Truant as defined in §20-5-106, MCA, in the last school district attended;
     - Expelled by another school district at any time; or
     - Suspended in another school district in any of the three (3) school fiscal years preceding the school fiscal year for which attendance is requested. This Subsection does not apply to a student who is eligible for special education or related services.

6. Nondiscrimination and Prioritization:
   - Review and decisions must align with District policies on nondiscrimination.
   - In the case of more applications received than capacity allows, prioritization will be based on the District's Strategic Plan, which may include children of District employees, employees of the District's contracted transportation provider, siblings of previously admitted nonresident students, and students with active military parent(s)/guardian(s).

7. Notification of Decision:
   - Within ten (10) days of approval, the District will provide a letter of acceptance to the parent/guardian.
   - Within ten (10) days of disapproval, the District will provide a letter of denial with specific allowable reasons consistent with the policy and supporting documentation.

8. Approved Applications
   - For approved applications, the District will provide a copy of the completed agreement to relevant authorities (County Superintendent of Schools of the county or residence, County Superintendent of Schools of the county of attendance, and

the Superintendent of Public Instruction).

9. Obligations Notification:
   - If a student enrolls outside their district of residence, the district of attendance notifies the district of residence by July 15th regarding any obligations under §20-5-323, MCA.

10. Appeal Process:
    - If an attendance agreement is disapproved or no action is taken, the parent or guardian may appeal in accordance with Montana law ARM 10.6.103.
    - Any appeal should be directed to the Cascade County Superintendent of Schools.

11. Transportation Responsibilities:
    - The family of a nonresident student is responsible for transportation.

12. MHSA Implications:
    - The Montana High School Association (MHSA) sets regulations pertaining to students' eligibility for participation in speech and athletics. The District follows those regulations and does not ensure that nonresident students will be eligible for participation in MHSA-sanctioned activities.
    - Refer to the MHSA Handbook for specific transfer rules.

Cross References:
Policy 3141	Nonresident Student Enrollment
Policy 3141F1	Nonresident Enrollment Application
Policy 3141F2	Student Attendance Agreement

Legal References:
§ 20-5-106, MCA	Truancy
§ 20-5-320, MCA	Attendance with Discretionary Approval
§ 10.6.103, ARM	Initiating School Controversy Procedure Process

Policy History:
Adopted on: February 12, 2024
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