Office use only:
Date: _____
Time: _____

Billings Public Schools
Montana Resident
Out of District Request to Enroll
2025-2026 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:

_____

_____

_____

OUT-OF-DISTRICT ATTENDANCE AGREEMENT (FP-14.1)

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 if accepted by the district of choice. The agreement will specify the costs, if any, such as transportation and other fees for which the parent/guardian may be charged. If the student attends under this agreement, the parent/guardian agrees to pay the applicable costs under the terms of this agreement.

Printed Name of Parent/Guardian_____

Signature of Parent/Guardian _____ Date: _____

Contact Phone Number_____

SECTION II: TO BE COMPLETED BY DISTRICT OF ATTENDANCE

Student State ID	Student Grade
District of Attendance	District of Residence
Individual Making Request ☐ Parent/Guardian ☐ District	
Enrollment Start Date	Annual Pupil Instruction Days

SECTION III: TRANSPORTATION – TO BE COMPLETED BY DISTRICT OF ATTENDANCE

Transportation may be determined per, 20-5-320(2)(b), MCA:

- Transportation is provided by the parent/guardian;
- Transportation can be provided by agreement of the district of residence and the district of attendance; or
- Transportation is discretionarily provided by the district of attendance.

Select one of the following:

Transportation Provided by Parent/Guardian

☐ No transportation will be provided by the district of residence or the district of attendance. Parent/guardian will provide.

Transportation is Discretionarily Provided by the District of Attendance

☐ Bus Service at No Cost

☐ Bus Service, charging parent/guardian $_____ per _____ (attach payment schedule)

☐ Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (more than 3 miles school/bus stop)

Transportation Provided by Agreement of the District of Residence and the District of Choice

☐ Bus Service at No Cost

☐ Bus Service, charging ☐ parent/guardian **or** ☐ District of Residence $_____ per_____ (attach payment schedule)

☐ Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (3 miles from school/bus stop)

SECTION IV: AGREEMENTS AND SIGNATURES

A. DISTRICT OF ATTENDANCE

The Board of Trustees:

_____ APPROVES this Out-of-District Attendance Agreement

_____ DISAPPROVES this Out-of-District Attendance Agreement (Provide explanation in Notes)

Board Chair _____

Signature _____ Date: _____

B. DISTRICT OF RESIDENCE

The Board of Trustees:

_____ ACKNOWLEDGES receipt of this Out-of-District Attendance Agreement*

_____ APPROVES this Out-of-District 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.

**** Tuition rates determined in accordance with 20-5-323, MCA.***

Notes: