

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 (10th) 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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- 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 an 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

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- 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

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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.

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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.
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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.

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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.

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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

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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.

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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

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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 2158	Family Engagement Policy
9 Policy 2413	Credit Transfer-Assessment for Placement from Non-Accredited and Non Public School
10 Policy 3110R	Regulation Entrance, Placement, & Transfer
11 Policy 3121	Enrollment and Attendance Records
12 Policy 3124	Military Compact Waiver
13 Policy 3125	Education of Homeless Children
14 Policy 3141	Nonresident Student Enrollment
15 Policy 3141P	Nonresident Student Enrollment Procedures
16 Policy 3150	Part-Time Attendance
17 Policy 3413	Student Immunization
18 Policy 3600	Student Records
19 Policy 8100	Transportation
20 Policy 8101	In-Town Busing

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23 Legal References:

24 PL 100-77	McKinney Homeless Assistance Act
25 § 20-1-101, MCA	Definitions
26 § 20-1-230, MCA	Interstate Compact on Educational Opportunity for Military Children
27 § 20-5-101, MCA	Admittance of Child to School
28 § 20-5-102, MCA	Compulsory Enrollment and Excuses
29 § 20-5-403, MCA	Immunization Required – Release and Acceptance of Immunization Records
30 § 20-5-404, MCA	Conditional Attendance
31 § 20-5-405, MCA	Medical or Religious Exemption
32 § 20-5-406, MCA	Immunization Record
33 § 20-7-117, MCA	Kindergarten and Preschool Programs
34 § 44-2-503, MCA	Missing Children Information Program
35 § 44-2-511, MCA	School Enrollment Procedure
36 10.16.3122, ARM	Local Educational Agency Responsibility for Students with Disabilities
37 10.5.601, ARM	School Enrollment Procedure
38 10.55.601, et seq., ARM	Accreditation Standards: Procedures
39 10.55.712	Class Size Elementary
40 10.55.713	Teacher Load and Class Size
41 HB 338 (2025)	
42 SB 35 (2025)	

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1	<u>Policy History:</u>	
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