

## STUDENT ATTENDANCE AGREEMENT (FP-14)

### School Year 2018 - 2019

#### SECTION I: TO BE COMPLETED BY PARENT/GUARDIAN – OR – OFFICIAL OF STATE AGENCY/COURT

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	Grade (for year of attendance)
Student Address	
Parent/Guardian Address	
Individual Responsible for Placement	
Relationship to Student	Phone Number
Agency Responsible for Placement:	
Address (include city, state and zip code):	
<b>Parent Signature</b> This agreement will be returned to the parent/guardian after acceptance by the district of choice and will specify the costs, if any, which will be charged to the parent/guardian for attendance. If the student attends under this agreement, the parent/guardian agrees to pay the costs, if any, charged to the parent/guardian under the terms of this agreement.	
Signature of Parent/Guardian: _____ Date: _____	
<b>State Agency/Court Request OR Group Home Representative Signature</b>	
Signature of Official of State Agency/Court/Group Home: _____ Date: _____	

#### SECTION II: TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Student State ID	Student Grade
District of Choice/Placement	District of Residence
Individual Making Request <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Court <input type="checkbox"/> State Agency	Student Placement <input type="checkbox"/> Group Home Placement <input type="checkbox"/> Foster Home Placement <input type="checkbox"/> District to District Placement
Enrollment Start Date	Annual Pupil Instruction Days

#### SECTION III: TRANSPORTATION – TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

NO TRANSPORTATION will be provided. Parent/guardian will transport at own expense (Go to Section IV)

<b>Transportation Provided by District of Choice/Placement</b> <input type="checkbox"/> Bus Service at No Cost <input type="checkbox"/> Bus Service, charging <input type="checkbox"/> parent/guardian OR <input type="checkbox"/> District of Residence \$ _____ per _____ (attach payment schedule) <input type="checkbox"/> Bus Service, charging State of Montana \$ _____ per year (over-schedule costs only – attach documentation of costs) <input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (3 miles from school/bus stop)
<b>Transportation Provided by District of Residence</b> <input type="checkbox"/> Bus Service at No Cost <input type="checkbox"/> Bus Service, charging parent/guardian \$ _____ per _____ (attach payment schedule) <input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (more than 3 miles school/bus stop)

**SECTION IV: TUITION COSTS – TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT**

<b>Type of Agreement</b> (Check one and indicate the annual amounts of Regular Education, Special Rate and Total Annual Tuition)	<b>Regular Education Rate</b> \$502.00 Grade K-6 \$642.00 Grade 7-12	<b>Special Rate (Attach FP-14A)</b> Received after 6/15/18 \$50.00	<b>Total Annual Tuition (Regular Education Rate + Special Rate)</b>
<b>Parent/Guardian Request</b> Discretionary – Parent/Guardian requests to enroll student outside District of Residence	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____		\$ _____ (Parent/Guardian)
Mandatory – Elementary student to attend where high school age sibling(s) attends	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____		\$ _____ (Parent/Guardian)
Mandatory – Student lives closer to school of choice and at least 3 miles from resident district school AND District of Residence does not provide transportation	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)
Mandatory – Geographic barrier prohibits attendance in District of Residence	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)
<b>State/Court Placement</b> (includes foster and group home placements)	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (State of Montana)
<b>District to District Placement</b>	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)

**SECTION V: AGREEMENTS AND SIGNATURES**

*A signature below acknowledges receipt of the Student Attendance Agreement. Transportation and tuition will be charged to the Parent/Guardian, District of Residence, or the State of Montana as indicated in Sections III and IV.*

**A. DISTRICT OF CHOICE/PLACEMENT**  
 The Board of Trustees:  
 \_\_\_\_\_ APPROVES this Student Attendance Agreement  
 \_\_\_\_\_ DISAPPROVES this Student Attendance Agreement  
 Board Chair: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. DISTRICT OF RESIDENCE**  
 The Board of Trustees:  
 \_\_\_\_\_ APPROVES this Student Attendance Agreement (only required if transportation and/or tuition is to be paid by the District of Residence)  
 \_\_\_\_\_ DISAPPROVES this Student Attendance Agreement  
 \_\_\_\_\_ ACKNOWLEDGES receipt of this Student Attendance Agreement (only if no transportation and/or tuition is charged by the District of Residence OR parent/guardian or state is responsible for tuition)  
 Board Chair: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**C. SUPERINTENDENT OF PUBLIC INSTRUCTION**  
 The Superintendent of Public Instruction:  
 ACKNOWLEDGES receipt of this Student Attendance Agreement  
 OPI Representative: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions for completing an FP-14 Student Attendance Agreement

### Parent Initiates Agreement

Parent/Guardian requests a student attend a school outside their resident district. Where tuition must be paid by the District of Residence, both the District of Choice and the District of Residence must approve the agreement. An agreement that waives tuition, or charges the parent tuition, is subject to approval only by the District of Choice. If no tuition is charged, or the parent is paying tuition, the District of Residence is only requested to acknowledge receipt of the agreement, in accordance with [20-5-320, MCA](#).

#### Discretionary:

- Parent completes Section I of the agreement and returns the agreement to the District of Choice;
- District of Choice enters the date of receipt in Section VI, then completes Sections II, III and IV of the agreement;
- The agreement is approved/disapproved according to district policy and Section V(A) is completed by the board chair of the District of Choice;
- The District of Choice enters the approval/disapproval date in Section VI of the agreement and, if approved, forwards a copy of the agreement to the District of Residence and the parent/guardian (if disapproved, copy only to parent/guardian);
- The District of Residence enters the date agreement is received in Section VI;
- The District of Residence acknowledges receipt of the agreement (Section V(B));
- **Parent is responsible for tuition charged by the District of Choice, if tuition is not waived.**

#### Mandatory:

- Parent completes Section I of the agreement and returns the agreement to the District of Choice;
- District of Choice enters the date of receipt in Section VI, then completes Sections II, III and IV of the agreement;
- District of Choice verifies that the student meets one of the following criteria ([20-5-321, MCA](#)):
  - Mandatory #1 – the child is a member of a family required to send another child outside the elementary district to attend high school (must be more than 3 miles from the elementary school in the resident district) – **Parent is responsible for tuition charged by the District of Choice, if tuition is not waived**
  - Mandatory #2 – the child resides closer to the District of Choice, but more than 3 miles from the District of Residence, and the resident district does not provide transportation – **District of Residence is responsible for tuition charged by the District of Choice, if tuition is not waived**
  - Mandatory #3 – the child resides in a location where, because of geographic conditions, it is impractical to attend school in the resident district (must be determined by the county transportation committee) – **District of Residence is responsible for tuition charged by the District of Choice, if tuition is not waived:**
    - Greater than 1 hour bus trip;
    - Distance greater than 60 miles from home to school (40 miles on a dirt road); **or**
    - Geographic barrier (river, mountain pass) preventing safe travel.
- The agreement is approved/disapproved according to district policy and Section V(A) is completed by the board chair of the District of Choice;
- The District of Choice enters the approval/disapproval date in Section VI of the agreement and, if approved, forwards a copy of the agreement to the District of Residence and the parent/guardian (if disapproved, copy only to parent/guardian);
- The District of Residence enters the date agreement is received in Section VI;
- The District of Residence approves/disapproves/acknowledges receipt of the agreement (Section V(B)), in accordance with district policy;

### District Initiates Agreement

District of Residence enters into an agreement with the District of Choice to serve a student outside the resident district. The agreement may be initiated either by the District of Choice or the District of Residence (if the purpose of the agreement is for educational program offerings not available through the resident district). Student may or may not be identified as Special Education.

#### Discretionary:

- The district initiating the agreement directs the parent/guardian to complete Section I of the agreement and returns the agreement to either the District of Residence or the District of Choice;

- The District of Residence or the District of Choice enters the date of receipt in Section VI, then completes Sections II, III and IV of the agreement;
- The agreement is approved/disapproved according to district policy and Section V(A) or (B) is completed by the board chair of either the District of Residence or District of Choice;
- The District of Choice or District of Choice enters the approval date in Section VI of the agreement and forwards the agreement to the other district;
- The District of Residence or District of Choice enters the date agreement is received in Section VI;
- The District of Residence or District of Choice approves/disapproves the agreement (Section V(A) or Section V (B))
- ***District of Residence is responsible for tuition charged by the District of Choice, if tuition is not waived.***

### State Paid Tuition Agreements

The Office of Public Instruction is responsible for tuition for a student who has been adjudicated to be a youth in need of intervention or a delinquent youth under [41-5-103, MCA](#), or for a student required to attend school outside the district of residence as a result of a placement in foster care or a group home licensed by the state. In the case of a group home placement, Section I may be completed and signed by a representative of the state licensed group home on behalf of the parent/guardian.

#### Mandatory:

- Parent/guardian, group home representative, court or state agency completes Section I of the agreement and returns the agreement to the District of Choice;
- District of Choice enters the date of receipt in Section VI, then completes Sections II, III and IV of the agreement
- The agreement is approved/disapproved according to district policy and Section V(A) is completed by the board chair of the District of Choice;
- The District of Choice enters the approval/disapproval date in Section VI of the agreement and, if approved, forwards the agreement to the Office of Public Instruction;
- The Office of Public Instruction acknowledges receipt of the agreement and returns a copy to the District of Choice;
- The District of Choice forwards a copy of the agreement to the District of Residence;
- The District of Residence enters the date agreement is received in Section VI;
- The District of Residence acknowledges receipt of the agreement (Section V(B));
- ***The Office of Public Instruction is responsible for tuition charged by the District of Choice, if tuition is not waived.***

### County Superintendent

After the agreement is complete, a copy must be sent to the county superintendent. If the District of Residence is in a different county than the District of Choice, the resident district should forward a copy to their county superintendent. The District of Choice will always forward a copy to their county superintendent.

### Payment Timelines

If Tuition is Paid By	Date Payment Due
District of Residence	Half by 12/31, half by 6/15 in the fiscal year following attendance
Parent/Guardian	During year of attendance, based on payment schedule in district policy
State	By December 31 following the year of attendance (once claim is submitted in MAEFAIRS)

**STUDENTS**

Discretionary Nonresident Student Attendance Policy

Except as otherwise provided by law, admission to the District as a nonresident student is a privilege. The Board, recognizing that its resident students need an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria for the discretionary admission of nonresident students.

1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at its discretion. As such, the District will screen all nonresident students and consider only those who meet the criteria set forth in this policy.
2. The Superintendent will make recommendation to the Board annually regarding tuition rates and to seek authorization to approve out-of-district applications for each upcoming school year.
3. All students whose legal residence is outside of the district and who do not qualify for mandatory attendance will be denied enrollment, with the following exceptions:
  - a. Foreign exchange students, per existing district policy 3145;
  - b. Students residing outside the district provided they:
    - 1) be in good standing with the most recently attended school in terms of academics, conduct, and attendance;
    - 2) be able to demonstrate a record free of truancy;
    - 3) be able to demonstrate a clean behavior record in the school last attended for a period of at least one (1) year;
    - 4) have passing grades in the school previously attended;
    - 5) have correctly completed the nonresident student application process; and
    - 6) present no other educational related detriment to the students in the district.
4. The District will not admit any student prior to viewing that student's records from the student's previous school district.
5. The District has the option of accepting a nonresident student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission as set forth by the District.
6. Every nonresident student who attends District schools must reapply for admission for the succeeding school year by June 15. Admission in one school year does not infer or guarantee admission in subsequent years. Those who apply for admission after June 15 will be assessed an additional \$50.00 in tuition per student, and are subject to a waiting period for processing and approval based on staff availability and enrollment numbers.

Applications will not be taken after January 15<sup>th</sup> for enrollment in the current school year.
7. The District will not admit nonresident students when doing so would require hiring additional staff or providing educational services not currently offered or would create crowding of existing classes.

8. All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the semester, barring registration in another District. At the completion of the semester, a student must apply as a nonresident student.
9. The administration of the tuition procedures applying to nonresident students of the school district shall be in accordance and compliance with Montana law.

Out-of-District Student Tuition (Per Year)

Elementary K-6	40%* of maximum allowed by law
High School 7-12	40%* of maximum allowed by law

\*For the 2017-2018 school year; increasing 5% per year until at 50% of maximum allowed by law.

One-half (1/2) of the tuition amount owed must be paid prior to the first day of each semester or upon enrollment whichever is earlier in a given semester. Failure to pay the required tuition amount will result in the student not being allowed to attend classes until the tuition is paid for the semester. Tuition not paid after 5 school days will result in the student being unenrolled from the Laurel School District. Superintendent discretion may be used in extenuating circumstances.

10. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).
11. The Board may declare an emergency which, in its opinion, necessitates the removal of all nonresident students from District schools.
12. The district reserves the right to terminate an out-of-district agreement and send a student back to home district before the start of the next quarter. Student grades and behavior will factor into this decision. Parents will be notified prior to the end of the school semester.
13. The district reserves the right to terminate an out-of-district agreement and send a student back to home district immediately if enrollment in the district is based on fraudulent information or changes in living circumstances are not disclosed in a timely manner.
14. The Board will not admit any student who is expelled from another school district.

Legal Reference:

§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
§ 20-5-320, MCA	Attendance with discretionary approval
§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
§ 20-5-323, MCA	Tuition and transportation rates
10.10.301B, ARM	Out-of-District Attendance Agreements

Policy History:

Adopted on: September 10, 2001

Reviewed on:

Revised on: March 8, 2004; January 10, 2011; May 14, 2012; March 27, 2017