

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 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 forwards a copy of the agreement to the District of Residence and the parent/guardian (if the agreement is not approved, send a copy only to the parent/guardian);
- The District of Residence acknowledges receipt of the agreement in 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 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 is a member of a family required to send another child outside the high school district to attend elementary school (must be more than 3 miles from the high school in the resident district) – ***Parent is responsible for tuition charged by the District of Choice, if tuition is not waived***
 - Mandatory #3 – 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 #4 – 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 forwards a copy of the agreement to the District of Residence and the parent/guardian (if the agreement is not approved, send a copy only to parent/guardian); and
- The District of Residence approves/disapproves/acknowledges receipt of the agreement by completing 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 the initiating district (either the District of Residence or the District of Choice);
- The initiating district (either the District of Residence or the District of Choice) completes Sections II, III and IV of the agreement;
- The agreement is approved/disapproved according to district policy and the initiating district board chair completes Section V(A) or (B);
- The initiating district (either the District of Choice or District of Choice) forwards the agreement to the other district;
- The other district approves/disapproves the agreement by completing 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 District of Residence and the Office of Public Instruction share responsibility 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 (ONLY if the student has been parentally placed).

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 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 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 acknowledges receipt of the agreement (Section V(B));
- ***The District of Residence must pay 40% of the tuition per-ANB amount and the Office of Public Instruction is responsible for additional tuition charged for special education students or students in specialized programs.***

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	Agreement is due to the OPI by June 30 following the year of attendance, paid the following year