



## STUDENT ATTENDANCE AGREEMENT

School Year 20\_\_\_\_ - 20\_\_\_\_  
(Elementary and High School)

**Instructions: (use separate form for each student)**

**Parent/Guardian or Official of Placing State Agency/Court or District:** Complete Part I and submit to clerk of District of Choice. Use one form for each student. You should receive a copy of the form back, indicating approval or denial.

**District of Choice:** Trustees may act on this application when submitted by a parent/guardian or placing state agency or court official. District may admit the student without approval of this application if tuition and transportation charges are both waived. However, the district may not count the student as an "eligible transportee" for state and county transportation reimbursement without the signature of the resident district on this application. **If approved:** send copies of the approved form to: 1) parent/guardian or official of the state agency/court; and 2) clerk of the District of Residence. **If not approved:** send copies to parent/guardian or official of placing state agency/court.

**District of Residence:** (Approval in Section IV is necessary to allow District of Choice to transport the non-resident student as an "eligible transportee" for purposes of state/county transportation reimbursement OR if District of Residence is responsible for paying tuition.) **If approved,** send copies to: 1) parent/guardian or official of placing agency/court; 2) clerk of District of Choice; and 3) county superintendents of each county. **If not approved,** notify parent/guardian and District of Choice.

**County Superintendent of District of Choice:** (For placements only) Signature is required if the county will pay tuition or transportation. Send copies to: 1) Clerk of District of Choice; and 2) County Superintendent of District of Residence

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

I request that the following student be allowed to attend in a school district outside student's district of residence.

Student Name (Last, First, M.I.)	Birthdate Mo ____ Day ____ Year ____	Grade (for year of attendance)
Parent/Guardian's Address		City/State/Zip Code
Student Address (if different from parent's address)		City/State/Zip Code
District of Residence	District Currently Attending	
District of Choice		Date Attendance will Begin:
Reason for Request: (check one) <input type="checkbox"/> Parent/Guardian Request <input type="checkbox"/> State Agency Placement <input type="checkbox"/> Court Placement <input type="checkbox"/> District-to-District Placement (or Foster/Group Home Placement)		
Name of Parent/Guardian or Official of State Agency/Court: (print)		Telephone Number Home: (____) ____ - ____ Work: (____) ____ - ____
Representing (Name and Address of State Agency/Court)		Title of Placing Official

This agreement will be returned to the parent/guardian after approval/disapproval 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 him or her under the terms of this agreement.

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION II: TRANSPORTATION – TO BE COMPLETED BY DISTRICTS OF CHOICE AND RESIDENCE

Parties must specify here the responsibilities and costs for transportation. Districts can charge for transporting nonresident students if costs exceed the amount reimbursed to the district by the state and county (i.e., may charge "over-schedule" costs) For parent requests, mileage reimbursements can be provided only for the distance from the home to the closest school or bus stop, less 3 miles each direction, regardless of which school district the student attends.

**NO TRANSPORTATION** will be provided. Parent/guardian will transport at their own expense. **(GO TO SECTION III.)**

Check all that apply	<p><b>District of Choice will provide transportation:</b>          In order to claim a non-resident student as an "eligible transportee" for purposes of state and county reimbursement, the approval of the District of Residence is required in Section IV. Without approval, the District of Choice may not transport the student at state/county expense.</p> <p><input type="checkbox"/> Bus service, at NO COST</p> <p><input type="checkbox"/> Bus service, charging parents \$_____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Bus service, charging District of Residence \$_____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Bus service, charging County of Attendance \$_____ per year</p> <p><input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)</p> <p><b>District of Residence will provide transportation:</b></p> <p><input type="checkbox"/> Bus service, at NO COST</p> <p><input type="checkbox"/> Bus service, charging parent \$_____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)</p>
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**SECTION III: TUITION COSTS – TO BE COMPLETED BY DISTRICT OF CHOICE**

“Mandatory” means the attendance meets criteria in Section 20-5-321, MCA. Both districts must accept the attendance request if any of the following is true: (a) Student lives closer to school the student wishes to attend, and more than 3 miles from own school, and the resident school does not provide bus transportation or mileage reimbursements; (b) The County Transportation Committee has determined that geographic barriers make it impractical for student to attend his own school; (c) Another child of the student’s family must attend high school in a different elementary district, and the student can more conveniently attend in the elementary district where the high school is located, AND the elementary student lives more than 3 miles from his own school; (d) Student is placed by court in youth care facility (abused, neglected, dependent, or youth in need of supervision); or (e) Student is placed in foster care or a group home by parent, state or court.

“Discretionary” (20-5-320, MCA) means conditions do not require mandatory acceptance. Trustees of either district may disapprove the application.

NOTE: Tuition for students in special education or students without disabilities who are placed in group homes or residential treatment facilities may include a regular education rate and an additional special rate. In that case, the tuition amount is the sum of the regular ed rate and the special rate.

<input type="checkbox"/> Tuition is <u>waived</u> . No tuition will be charged. <b>(GO TO SECTION IV)</b>	REGULAR ED RATE	SPECIAL RATE (ATTACH FP-14)	TOTAL Charges will be prorated for enrollment less than 180 days
Check One and Indicate the <u>Annual</u> Amount of Tuition			
<b>Parent/Guardian Request:</b>			
<input type="checkbox"/> (discretionary) Parent/Guardian requests to enroll student outside district of residence. _____ →			(Parent/Guardian)
<input type="checkbox"/> (mandatory) Elementary student to attend where high school age sibling(s) attends. _____ →			(Parent/Guardian)
<input type="checkbox"/> (mandatory) Student lives closer to school of choice and at least 3 miles from resident district school AND district of residence provides no bus service or mileage reimbursements. _____ →			(District of Residence)
<input type="checkbox"/> (mandatory) Geographic barrier prohibits attendance in District of Residence. District of Residence will be charged. Parent/Guardian will not be charged. _____ →			(District of Residence)
<b>State/Court Placement:</b>			
(includes Foster and Group Homes)			
<input type="checkbox"/> (mandatory) County of District of Choice will be charged. (Total cannot exceed \$2,500 for student without disabilities) _____ →			(County of District of Choice)
<b>District-to-District Placement:</b>			
(initiated by District of Residence)			
<input type="checkbox"/> (discretionary) District of Residence will be charged. _____ →			(District of Residence)

**SECTION IV: AGREEMENTS AND SIGNATURES**

**A. DISTRICT OF CHOICE – This signature is required.**

The Board of Trustees:

DISAPPROVES  APPROVES this application subject to receipt of transportation/tuition charges stated on the application.

Print Name of Chairperson, Board of Trustees: \_\_\_\_\_

Signature of Chairperson, District of Choice: \_\_\_\_\_ Date: \_\_\_\_\_

**B. DISTRICT OF RESIDENCE**

DISCRETIONARY:

The Board of Trustees:

DOES NOT PERMIT  PERMITS the District of Choice to claim this student as an “ELIGIBLE TRANSPORTEE” for purposes of state and county transportation reimbursement.

DISAPPROVES  APPROVES this application allowing the student to enroll outside the District of Residence, and agrees to pay the costs of tuition stated in Section III and over-schedule transportation costs stated in Section II, if any.

MANDATORY:

The Board of Trustees:

ACKNOWLEDGES this application, allowing the student to enroll outside the District of Residence, and agrees to pay tuition stated in Section III and over-schedule transportation costs stated in Section II, if any.

Print Name of Chairperson, Board of Trustees \_\_\_\_\_

Signature of Chairperson, District of Residence: \_\_\_\_\_ Date: \_\_\_\_\_

**C. COUNTY WHERE DISTRICT OF CHOICE IS LOCATED - This signature is required if County of District of Choice will be charged for any costs of tuition or transportation.**

MANDATORY ONLY:

The County Superintendent:

ACKNOWLEDGES this application and agrees to pay tuition stated in Section III, if any, and any over-schedule transportation costs stated in Section II, if any, subject to the state laws and administrative rules, on behalf of the State of Montana.

Print Name of County Superintendent: \_\_\_\_\_

Signature of County Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Dates:

If PAID BY: District or County  
Parent/guardian

DUE: Half by 12/31 and half by 6/15 of year following attendance year, or earlier if convenient  
During year of attendance, based on payment schedule provided by district policy