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|  <p style="margin: 0;">Montana Office of Public Instruction Denise Juneau, State Superintendent</p> <p style="margin: 0; font-size: small;">opi.mt.gov</p> | <h2 style="margin: 0;">STUDENT ATTENDANCE AGREEMENT</h2> <p style="margin: 0;">School Year 20____ - 20____</p> |
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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.

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| Student Name (last, first, middle initial) | |
| Grade (for year of attendance) | Birth Date Mo Day Year |
| Student Address | City/State/Zip Code |
| Parent/Guardian Address (if different) | City/State/Zip Code |
| Name of Parent/Guardian or Group Home Representative -OR- Name and Title of Official of State Agency/Court Responsible for Placement (print) | Telephone Number |
| Representing (name and address of state agency/court/group home, if state agency/court request OR completed by group home manager on behalf of parent/guardian) | |
| <p>Parent Request 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.</p> <p>Signature of Parent/Guardian: _____ Date: _____</p> | |
| <p>State Agency/Court Request OR Group Home Representative</p> <p>Signature of Official of State Agency/Court/Group Home: _____ Date: _____</p> | |

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

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|--|---|
| Student State ID | District Last Attended |
| 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 |
| First Date of Attendance | Annual Pupil Instruction Days |

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

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

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| Check all that apply | <p>District of Choice/Placement:</p> <input type="checkbox"/> Bus service, at NO COST <input type="checkbox"/> Bus service, charging parents \$_____ per _____ (attach payment schedule) <input type="checkbox"/> Bus service, charging 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 (over 3 miles from school or bus stop) |
| | <p>District of Residence:</p> <input type="checkbox"/> Bus service, at NO COST <input type="checkbox"/> Bus service, charging parent \$_____ per _____ (attach payment schedule) <input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop) |

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

| TYPE OF AGREEMENT | REGULAR ED RATE | SPECIAL RATE (ATTACH FP-14A) Option A-Line 10a or 10b Option B-Line 22 Option C-Line 26 w/o Disabilities-Line 38 | TOTAL ANNUAL TUITION (Enter ONLY the annualized amount – payee in parenthesis) |
|---|--|---|---|
| Check One and Indicate the <u>Annual</u> Amount of Regular Ed, Special Rate and Total Tuition | | | |
| Parent/Guardian Request: <input type="checkbox"/> Discretionary - Parent/Guardian requests to enroll student <u>outside</u> district of residence. → | <input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____ | | \$ _____ (Parent/Guardian) |
| <input type="checkbox"/> Mandatory - Elementary student to attend where high school age sibling(s) attends. → | <input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____ | | \$ _____ (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. → | <input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____ | <input type="checkbox"/> \$ _____ | \$ _____ (District of Residence) |
| <input type="checkbox"/> Mandatory - Geographic barrier prohibits attendance in <u>District of Residence</u> . → | <input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____ | <input type="checkbox"/> \$ _____ | \$ _____ (District of Residence) |
| State/Court Placement: (includes State/Court Foster and State/Court/Parental Group Home placements) → <input type="checkbox"/> Mandatory | <input type="checkbox"/> \$ _____ | <input type="checkbox"/> \$ _____ | \$ _____ (State of Montana) |
| District-to-District Placement: <input type="checkbox"/> Discretionary → | <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 form. If transportation is provided and tuition is not waived, tuition will be charged to the parent/guardian, district of residence or state of Montana as indicated in Sections III and IV above.

A. DISTRICT OF CHOICE/PLACEMENT – This signature is required for both discretionary and mandatory agreements
The Board of Trustees:
 APPROVES this attendance agreement
 DISAPPROVES this attendance agreement

Print Name of Chairperson, Board of Trustees: _____
Signature of Chairperson, District of Choice/Placement: _____ Date: _____

B. DISTRICT OF RESIDENCE
The Board of Trustees:
 APPROVES this attendance agreement (**ONLY** if transportation is charged and/or district is charged tuition)
 DISAPPROVES this attendance agreement
 ACKNOWLEDGES receipt of this attendance agreement (**ONLY** if no transportation is charged and tuition is waived OR parent is charged tuition)

Print Name of Chairperson, Board of Trustees: _____
Signature of Chairperson, District of Residence: _____ Date: _____

C. SUPERINTENDENT OF PUBLIC INSTRUCTION (Required only for State/Court/Group Home Placement)
The Superintendent of Public Instruction:
 ACKNOWLEDGES receipt of this attendance agreement

Print Name of OPI Representative: _____
Signature of OPI Representative: _____ Date: _____

SECTION VI: TIMELINES

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|---|---|
| Date Initial Agreement Received (District of Choice/Placement) | Date Agreement Approved/Disapproved (District of Choice/Placement) |
| Date Agreement Received (Resident District) | Date Agreement Approved/Disapproved/ Acknowledged Receipt of (Resident District) |

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));
- The District of Residence enters the date receipt of the agreement is acknowledged in Section VI and returns the agreement to the District of Choice;
- **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;
- The District of Residence enters the date agreement is approved/disapproved/acknowledged receipt of in Section VI and returns the agreement to the District of Choice.

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))
- The District of Residence or District of Choice enters the date the agreement is approved/disapproved in Section VI and returns the agreement to the other district;
- ***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 District of Residence enters the date receipt of the agreement is acknowledged in Section VI and returns the agreement to the District of Choice;
- ***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 | In the fiscal year following the year of attendance (once claim is submitted in MAEFAIRS) |