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3 STUDENTS

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5 School Admissions

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7 *Age*

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9 No pupil may be enrolled in the kindergarten or first grade whose 5th birthday does not occur on or
10 before September 10 of the school year in which child registers to enter school. A parent may
11 request a waiver of the age requirement. All waivers are at the discretion of and subject to the
12 approval of the Board. No pupil may be enrolled in the District if that pupil has reached his or her
13 19th birthday on or before September 10 of the school year in which the child registers to enter
14 school. A waiver of the age limitation must be reviewed and approved by the Board in an executive
15 session.

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17 *Entrance – Identity and Immunization*

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19 Students enrolling in the District for the first time must present a birth certificate or other reliable
20 proof of identity and age within 40 days, as well as proof of residence. Students must also provide
21 additional student records including original immunization records within 30 days. If the parent of
22 the student does not provide proof of identification within 40 days, the District shall notify the
23 Missing Children Information Program and a local law enforcement authority of the fact that no
24 proof of identity has been presented for the child.

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26 Students who are homeless, in foster care, or are the child of a military family are entitled to
27 immediate enrollment regardless of presentation of the required documentation. Nonresident
28 students shall be admitted when required by law or as permitted by District policy.

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30 A student who transfers from one school district to another may photocopy immunization records in
31 the possession of the school of origin. The District shall accept the photocopy as evidence of
32 immunization. When a student enrolls in the Helena School District the school the student left must
33 send the original immunization records within thirty (30) days after the student has transferred out.

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35 Parents who choose not to immunize their child based on religious tenets must annually submit to
36 the District a signed and notarized affidavit on the form prescribed by the State of Montana. The
37 form must be presented to the District prior to the child’s first day of attendance. The statement
38 must be maintained as part of the student's immunization records. The District will also accept
39 medical exemptions as required by law.

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41 *Placement*

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43 The goal of the District shall be to place students at levels and in settings that will enhance the
44 probability of student success. Developmental testing, together with other relevant criteria,
45 including but not limited to, health, maturity, emotional stability, and developmental disabilities,
46 may be considered in the placement of all students. Final disposition of all placement decisions rests

47 with the Principal subject to review by the Superintendent. If a student is assigned to a school in the
48 District outside of the adopted school boundaries applicable to that student, this decision is subject to
49 the District's Uniform Grievance Procedure. Upon completion of these procedures, the Board's
50 decision regarding the assignment is final.

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52 *Transfer Students*

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54 Resident students seeking to transfer to a District school will be admitted and placed pursuant to the
55 terms of this policy. The District will request the student's records from the prior school district
56 prior to making any final decision on placement.

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58 Elementary students shall be placed at their current grade level on a probationary basis for a period
59 of two weeks. Should any doubt exist with the teacher and/or Principal as to grade and level
60 placement of the student, the student shall be subject to an educational assessment to determine
61 appropriate grade and level placement

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63 High school students shall be placed according to the number of credits earned in their previous
64 accredited school districts, subject to Montana Accreditation Rules and Standards and local alternate
65 procedures for earning credit.

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68	Legal References:	§ 1-1-215, MCA	Residence -- rules for determining
69		§ 20-5-101, MCA	Admittance of child to school
70		§ 20-5-403, MCA	Immunization requirements
71		§ 20-5-404, MCA	Conditional attendance
72		§ 20-5-405, MCA	Medical or religious exemption
73		§ 20-5-406, MCA	Immunization record
74		§ 20-5-502, MCA	Enrollment by caretaker relative -- residency -- 75 affidavit
76		§ 20-7-117, MCA	Kindergarten and preschool programs
77		§ 44-2-511, MCA	School enrollment procedures for missing children
78		10.55.701, ARM	Board of Trustees
79		10.55.906, ARM	High School Credit

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81	Cross References:	Policy 1085	Uniform Grievance Procedure
82		Policy 1065	Board Meetings

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84 Policy History:

85 Adopted on: 2.12.2013

86 Revised on: 10.8.2013, 12.10.2019

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