

**Helena School District #1**  
**K-12 STUDENT OUT-OF-DISTRICT TRANSFER REQUEST**

Date \_\_\_\_\_

**INSTRUCTION TO PARENTS / GUARDIANS:**

This form must be completed by the parents or guardians of any student who is seeking to enroll in the Helena Public Schools and who currently resides outside of the Helena Public Schools attendance area and/or is attending school in another District

Please complete this form and include a copy of the student's academic, attendance, and behavior records. Submit the completed form and accompanying documents to the Helena School District Assistant Superintendent at the May Butler Center, 55 S. Rodney, Helena, MT 59601. Upon receipt of the form and records the Assistant Superintendent or designee will review the student's attendance, academic standing, behavior, etc. and approve or deny the request based on the student's standing. Students who are not in "good standing" in their current district may not be accepted.

Name of Student: \_\_\_\_\_ Present Grade: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Phone Contact: Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_  
Requested School: \_\_\_\_\_ Desired Date of Transfer: \_\_\_\_\_

Reason(s) for requesting this change in schools: (Attach any supporting documentation.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be completed by the parent (Please check the boxes below to indicate which documents are attached. If you have not attached a document or documents listed below please explain why.)

- \_\_\_\_\_ Academic Records (e.g. report card, transcript, etc.)
- \_\_\_\_\_ Attendance Records
- \_\_\_\_\_ Behavior Records
- \_\_\_\_\_ Special Education Records
- \_\_\_\_\_ Other (please explain) \_\_\_\_\_

Activities in which the student will participate if transfer is approved:  
\_\_\_\_\_  
\_\_\_\_\_

I have read the policy and procedures as provided on this form and agree to the conditions

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Approval by Assistant Superintendent: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent Comments:

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**BOARD POLICY AND ADMINISTRATIVE PROCEDURE:**

**Helena School District**

**School Board Policy 3025**

STUDENTS

Discretionary Nonresident Student Attendance Policy

The Board, recognizing that its resident students need an orderly educational process and environment, free from disruption and overcrowding, hereby establishes criteria for the discretionary admission of nonresident students. The District will screen all nonresident students and consider only those who meet the criteria set forth in this policy. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy. Foreign exchange students shall be admitted pursuant to the terms of this policy and according to current federal law regulating foreign exchange programs.

The District will consider the following criteria for discretionary admission of nonresident students: the student's academic record, disciplinary record, including truancy records, and the current student enrollment in the class in which the student would be admitted.

The Superintendent or designee will not admit any student prior to viewing that student's records from the student's previous school districts. The Superintendent or designee will evaluate the student based on the above listed criteria and determine whether or not to recommend the admission of the student. The Superintendent or designee will not admit any nonresident student who is serving a suspension or expulsion in another school district or who has been recommended for suspension or expulsion.

All resident students who become nonresident students due to a move by the students' parents from the District may continue attendance for the semester, barring registration in another school district. At the completion of the semester, the student must apply for admission as a nonresident student if the student wishes to remain in the District.

The Board reserves the right to charge tuition for nonresident students. The Board may, in its discretion, charge or waive tuition for all students whose tuition is required to be paid by one type of entity. Unless otherwise provided by law, nonresident students are not eligible transportees for school transportation services.

Legal References:	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out of District Attendance Agreements

Cross References:

Policy History:

Adopted on: 2.12.2013

Revised on:

Discretionary Nonresident Student Attendance Procedure

Boundary lines set by the Board of Trustees shall be observed unless an exception is granted through guidelines established by the Superintendent.

Approved transfer requests carry the following conditions:

1. The parent/guardian must provide transportation to and from school.
2. The District will determine the placement of any out-of-district student accepted for enrollment.
3. Out-of-District transfers will be subject to review each year in order to ensure that all students and policies are being met.
4. The District reserves the right to have students return to the school of residence if overcrowding results in the receiving school or there is need to balance enrollments.
5. The student who transfers is subject to the eligibility policies established by the Montana High School Association.
6. A student requesting a transfer from outside the Helena School District must be in good standing in their current school. The criteria include, academic standing, behavior, attendance, etc.
7. Tuition fees will be applied based on Board Policy.