

1 Entrance, Placement, and Transfer

2
3 Entrance, Date, and Age

4
5 All waivers are granted in the sole discretion of the Trustees. Non-resident students may be
6 admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in
7 accordance with District policy or at the discretion of the administration in consultation with the
8 student's parents or guardians. The District requires proof of identity and an immunization
9 record for every child to be admitted to District schools. The trustees may at their discretion
10 assign and admit a child to a school in the district who is under 5 years of age or an adult who is
11 19 years of age or older if there are exceptional circumstances that merit waiving the age
12 provision.

13
14 School Entrance

- 15
16 1. The District requires that a student's parents, legal guardian, or legal custodian present
17 proof of identity of the child¹ to the school within forty (40) days of enrollment, as well
18 as proof of residence in the District. Students who are not residents of the District may
19 apply for admission pursuant to Policy 3141.
20
21 2. To be admitted to the District school, in accordance with the Montana Immunization
22 Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus,
23 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
24 approved by the Department of Health and Human Services or the local county health
25 department. Immunizations may not be required if a child qualifies for conditional
26 attendance or an exemption is filed as provided by Montana law.
27
28 3. The above requirements are not to serve as barriers to immediate enrollment of students
29 designated as homeless or foster children as required by the Every Student Succeeds Act
30 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work
31 with the local child welfare agency, the school last attended, or other relevant agencies to
32 obtain necessary enrollment documentation and ensure a student receives education
33 services in the best interests of the child. The superintendent or designee shall serve as
34 point of contact with all applicable agencies to review records, facilitate services, and
35 resolve disputes.

36
37 Placement

38
39 The District goal is to place students at levels and in settings that will increase the probability of
40 student success. Developmental testing, together with other relevant criteria including, but not
41 limited to, health, maturity, emotional stability, and developmental disabilities, may be
42 considered in the placement of all students. Final disposition of all placement decisions rests
43 with the principal, subject to appeal to the Superintendent or the Board.
44

1 For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

1 Transfer

2

3 District policies regulating the enrollment of students from other accredited elementary and
4 secondary schools are designed to protect the educational welfare of children.

5

6 Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is
7 subject to a satisfactory examination of the following:

8

9 1. Appropriate certificates of school accreditation;

10

11

12

13 2. Length of course, school day, and school year;

14

15 3. Content of applicable courses;

16

17 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or
18 vocational instruction);

19

20 5. Appropriate evaluation of student performance leading toward credit issuance.

21

22 The District will follow Montana Accreditation Rules and Standard, along with local alternate
23 procedures for earning credit, in reviewing requests for transfer of credits. The high school
24 principal has authority for approving credit transfers, subject to review by the Superintendent or
25 the Board.

26

27 Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
28	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
29		
30	§ 20-5-404, MCA	Conditional attendance
31	§ 20-5-405, MCA	Medical or religious exemption
32	§ 20-5-406, MCA	Immunization record
33	§ 44-2-511, MCA	School enrollment procedure
34	10.55.601 et seq., ARM	Accreditation Standards: Procedures
35		

36 Policy History:

37 Adopted on: February 2007

38 Revised on: April 15, 2008

39 Revised on: January 2016, March 2018, March 2020

40

41 *Note: The revisions included the age range acceptance in lines 7-8 Page 1 as well as the
42 footnote defining “proof of identity”.*

43 *January 2016 revisions include addition of varicella and clarification of immunization manner as
44 per 2015 Montana Legislature.*

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

Jefferson High School District #1

STUDENTS

3110
Page 3 of 3

- 1 *March 2018 ESSA language added*

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA