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Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

A district may only include, for ANB purposes, any student who participates in pupil instruction as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20, including but not limited to an enrolled student who is:

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under § 1-1-215, MCA
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;
- Participating in the Running Start Program at district expense under § 20-9-706, MCA;
- Receiving education services provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district;
- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;

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- 1 • A student gaining credit for participating in a work-based learning program pursuant to
2 [New Section 8] of Chapter 247, Laws of 2021 and Policy 2600;
3
- 4 • A student participating in an “innovative educational program” as defined in Section 15-
5 30-3102, MCA;
6
- 7 • A resident of the district attending a Montana job corps program under an inter-local
8 agreement with the district under § 20-9-707, MCA.
9
- 10 • A resident of the district attending a Montana Youth Challenge Program under an inter-local
11 agreement with the district under § 20-9-707, MCA.
12
- 13 • A student with a disability who is over 19 years old but under 21 years of age, has been
14 enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in
15 accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools,
16 if the following criteria are satisfied:
17
 - 18 ○ The student has not graduated;
 - 19 ○ The student is eligible for special education services and is likely to be eligible for
20 adult services for individuals with developmental disabilities due to the
21 significance of the student’s disability; and
 - 22 ○ The student’s individualized education program has identified transition goals that
23 focus on preparation for living and working in the community following high
24 school graduation since age 16 or the student’s disability has increased in
25 significance after age 16.
26
- 27

28 In order for a student who is served through distance learning or offsite delivery methods to be
29 included in the calculation of average number belonging, the student must meet one or more of
30 the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA.
31

32 Enrollment for Purposes of Participation in Extracurricular Activities by an Unenrolled Child or
33 Part Time Enrolled Student
34

35 The District shall include for ANB purposes a child who during the prior school year:

- 36 a. Resided in the District;
- 37 b. Was not enrolled in the District or was not enrolled full time; and
- 38 c. Completed an extracurricular activity with a duration of at least 6 weeks in
39 accordance with Policy 3510.

40 Each completed extracurricular activity that, inclusive of practices and post-season tournaments,
41 lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed
42 extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A
43 child may not be counted as more than one full-time enrollment for ANB purposes.
44

45 For purposes of calculating ANB under this section, “extracurricular activity” means:

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- 1 a. A sport or activity sanctioned by an organization having jurisdiction over
2 interscholastic activities, contests, and tournaments;
3 b. An approved career and technical student organization, pursuant to Section 20-7-
4 306, MCA; or
5 c. A school theater production.
6

7 Homeless Youth and Foster Children
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9 Assignment to schools shall be subject to modification when federal law applicable to students
10 placed in foster care or students who are homeless requires that such students be educated in a
11 “school of origin” that differs from the assigned school.
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13		
14	Cross Reference:	Policy 2600 Work Based Learning
15		Policy 3510 School Sponsored Activities
16		
17	Legal Reference:	§ 1-1-215, MCA Residence – Rules for determining
18		§ 20-9-311, MCA Calculation of average number belonging (ANB)
19		--three-year averaging.
20		§ 20-9-706, MCA Running Start Program
21		§ 20-9-707, MCA Agreement with accredited Montana job corps
22		program
23		29 U.S.C. 794 Nondiscrimination under Federal grants
24		and programs
25		34 CFR 300.1, et seq. Individuals with Disabilities Education Act
26		Chapter 297 2021 General Legislative Session
27		Chapter 269 2021 General Legislative Session
28		Chapter 247 2021 General Legislative Session
29		Chapter 406 2021 General Legislative Session
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31 Policy History:

32 Adopted on: February 2007

33 Revised on: August 2018, August 2021
34

35 *Revision Note: Added Lines 9 thru 13 on page 2*