

ENTRANCE, PLACEMENT AND TRANSFER

In accordance with MCPS [Policy 3110](#): No pupil may be enrolled in kindergarten or first grade, whose fifth (5th) or sixth (6th) birthday does not occur on or before the tenth (10th) day of September of the school year in which the child registers to enter school. A student who meets the six-(6)-years-old requirement, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. The district will not assign or admit any child who has reached his/her nineteenth (19th) birthday on or prior to September 10th of the year in which the child is to enroll.

Exceptions:

1. A child who has successfully completed one year of kindergarten may, at the discretion of the Trustees, enter the first grade irrespective of the child's birth date or the cutoff date of the district where the child attended kindergarten.
2. For a mentally advanced child whose birth date is after September 10, consideration for kindergarten entry may be given provided:
 - a. The request for early admission is submitted by April 15 preceding the year of admission unless the parents of the child become residents of the District after April 15.
 - b. A conference is to be held by the principal and kindergarten teacher of the enrolling school with the parent(s)/guardian(s).
 - c. The child's parent(s)/guardian(s) submit documentation by May 15 to include but not limited to the results of:
 - ✓ An individual mental measurement test
 - ✓ A readiness test
 - ✓ A physician's statement attesting to the child's physical, emotional and social readiness
 - ✓ Any recommendations and supporting evidence from the child's preschool teacher(s)
 - ✓ The recommendations of the kindergarten teacher and principal of the school in which the child would be enrolled
 - d. That an early admission be reviewed after six (6) weeks. A decision based on the kindergarten teacher's recommendation to withdraw a child from the kindergarten program rests solely with the District.

School Entrance:

1. The District requires that a child's parents, legal guardian, or legal custodial present to the school, within (40) days of enrollment, proof of identity of the child.
2. In accordance with the Montana Immunization Law, a student will not be admitted who has not been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (except that pertussis vaccination is not required for person seven (7) years or older). If the student qualifies for conditional attendance or an exemption is filed as defined by Montana law, immunization may not be required.

Elementary K-8 Transfer Enrollment

Transfer Student From Out of District

In accordance with MCPS [Policy 3110](#):

1. Students transferring **into** the District will be admitted and placed on a probationary basis for a period of two (2) weeks.
2. Should any doubt exist with teacher and/or principal as to grade and level of placement of the student shall be subject to an educational assessment to determine appropriate grade level and placement.

Parents of a student transferring **into** the MCPS District shall be responsible to provide the following documentation to complete the transfer enrollment.

- Birth Certificate
- Previous School Transcript
- Medical History/Immunization Records
- Guardianship Documentation (If not parent.)

Transfer Student within District

Students transferring **within** the MCPS District must have a completed "**Request for Exception Attendance Area**" form completed and on file. Parents may obtain the form from the school office.

1. Parent must complete the form.
2. The "Receiving School Principal" must approve the transfer and sign the form first to ensure the receiving school has the capacity to accept additional enrollees.
3. The "Home School Principal" must review and approve the transfer after the "Receiving School Principal" has approved the transfer.

4. Once the principals have approved and signed the transfer form, the Executive Regional Director must sign and give final approval for the transfer prior to the student attending the new school.

Secondary Grades (9-12) Transfer Enrollment

Transfer Student From Out of District

In accordance with MCPS [Policy 3110](#):

1. Credit Transfer – Resident students seeking to transfer to a District school will be admitted and placed pursuant to the terms of this policy. The District will request the student’s records from the prior school district prior to making any final decision on placement.
2. High school student shall be placed according to the number of credits earned in their previous accredited school districts, subject to Montana Accreditation Rules and Standards and local alternate procedures for earning credit.

The parent or guardian of a student transferring **into** the MCPS District will be required to meet with a designated school official and provide the following documentation in order to complete the transfer enrollment.

- Birth Certificate
- Previous School Transcript
- Withdrawal Grades (Needed if transferring within the semester.)
- Medical History/Immunization Records
- Guardianship Documentation (If not parent.)

A designated school official will review the previous school transcripts and complete a credit interpretation. The completed credit interpretation will be given to the school’s records clerk for completion of the student’s enrollment file.

After meeting with the designated school official, the parent or guardian and student must also make an appointment with the high school counselor to complete a class schedule that best suits the student’s needs and requirements.

Out of District Transfer Student Activity Eligibility

In accordance with the Montana High School Association, students transferring **into** the MCPS District upon a corresponding change of residence with a parent or legal guardian will be eligible to participate in Varsity competition if the following occurs:

- Student resides with the parent or guardian that moved into the District.
- If the student resides with a legal guardian, the legal guardianship was established at least one calendar year prior to the transfer.
- The student has been enrolled and in attendance no later than (15) days after the beginning of the semester.
- Student has met the academic requirements set forth by the Montana High School Association.

If the transfer is a result of student moving from one parent’s household to another parent’s or legal guardian’s household, the student will only be eligible upon verification by the Montana High School Association office that the student has not previously transferred. **(Student can only transfer Parent-to-Parent or Legal Guardian once within their high school career to remain eligible.)**

For questions, please contact:

Montana High School Association
1 South Dakota Ave.
Helena, MT 59601
(406) 442-6010
www.mhsa.org

Transfer Student Within District

The parent or guardian of a student transferring **within** the MCPS District must have a completed **“Request for Exception Attendance Area”** form completed and on file. Parents may obtain the form from the high school office.

1. Parent must complete the form.
2. The “Receiving School Principal” must approve the transfer and sign the form first to ensure the receiving school has the capacity to accept additional enrollees.
3. The “Home School Principal” must review and approve the transfer after the “Receiving School Principal” has approved the transfer.

Once the principals have approved and signed the transfer form, the Executive Regional Director must sign and give final approval for the transfer prior to the student attending the new school

In District Transfer Student Activity Eligibility

Students transferring within the District will be ineligible for Varsity competition 90 P.I. (pupil instruction) days from the date of enrollment.

Note: Students transferring within the MCPS District that have a Code of Conduct violation, will be subject to the same disciplinary action at the "Receiving School".

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