

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, an enrolled pupil 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 pupil'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 licenses 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;
- A student gaining credit for participating in a work-based learning program pursuant to Section 8 of Chapter 247, Laws of 2021;
- A student participating in an "innovative educational program" as defined in Section 15-30-3102, MCA;
- a resident of the district attending a Montana job corps program under an interlocal agreement with the district under 20-9-707, MCA; or
- A resident of the district attending Montana Youth Challenge Program under an interlocal agreement with the district under Section 20-9-707, MCA.

A student enrolled in a program intended to provide fewer than 180 aggregate hours of pupil instruction per school year may not be included for purposes of ANB, unless the student has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the Board using district assessments. In the event that the student may be included under this part, the ANB of that student must be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the pupil must meet the residency requirements for that district; live in the district and must be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in the district under a mandatory attendance agreement as provided in 20-9-707, MCA.

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

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

- A. resided in the District;
- B. was not enrolled in the District or was not enrolled full time; and
- C. completed an extracurricular activity with a duration of at least 6 weeks in accordance with Policy 3510

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

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

- A. a sport or activity sanctioned by an organization having jurisdiction over interscholastic activities, contests, and tournaments;
- B. an approved career and technical student organization, pursuant to Section 20-7-306, MCA; or
- C. a school theater production.

Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a “school of origin” that differs from the assigned school.

Cross References: Policy 3510 School Sponsored Activities

Legal Reference:

20-9-311, MCA Calculation of Average Number Belonging (ANB)
20-9-706, MCARunning Start Program
20-9-707, MCA Agreement with accredited Montana job corps and Montana youth challenge program
§ 1-1-215, MCA Residence – rules for determining
29 U.S.C. 794-Nondiscrimination under Federal grants and programs
34 CFR 300.1, et seq. Individuals with Disabilities Education Act
Chapter 297-2021 General Legislative Session
Chapter 269-2021 General Legislative Session
Chapter 247-2021 General Legislative Session

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