Lavina School District

Out-of-District Enrollment Guide for Parents

Welcome to Lavina Schools! We are proud to serve students from our local community and beyond. This guide is designed to help parents understand the process, expectations, and requirements for enrolling out-of-district students under Montana law and MTSBA policy.

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1. Policy Overview

Lavina School District follows **MTSBA Policy 3141 – Non-Resident Students**. This policy allows the District to admit out-of-district students at the discretion of the Board of Trustees, based on space, resources, and student needs.

- Out-of-district students are **not automatically entitled** to attend.
- Admission is considered on a **case-by-case basis**.
- The Board may **deny, revoke, or approve** enrollment in line with policy and Montana Code (§ 20-5-320, MCA).

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2. Who Qualifies as an Out-of-District Student?

An out-of-district student is any child whose **primary residence is outside the boundaries** of Lavina School District.

- Parents/guardians may apply for enrollment if space and services are available.
- Students who move out of the district during the year may be allowed to finish the year, pending approval.

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3. Application Process

1. **Request an Application**
   Contact the Lavina School office to obtain an Out-of-District Application Form.

2. **Submit Required Documents**
    - Completed application form
    - Copy of student's most recent report card or transcript
    - Attendance and discipline records (if applicable)
    - Special education or IEP/504 plan (if applicable)
3. **Administrative Review**
   The Superintendent will review the application and make a recommendation to the Board.
4. **Board of Trustees Decision**
   The Board considers requests at a regular or special meeting. Parents will be notified in writing of the decision.

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4. Criteria for Approval

Admission decisions are guided by MTSBA policy and may include:

- **Available space and staffing** in the requested grade/program
- **Student's academic, attendance, and behavior history**
- **Special education/service needs** and district capacity to provide services
- **Impact on class size and resources**
- **Good standing** with prior school(s)

Note: Admission is a privilege, not a right. The Board may revoke enrollment if policy expectations are not met.

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5. Transportation

- Lavina School District **does not provide bus transportation** for out-of-district students unless they meet a district route at an established stop.
- Parents/guardians are responsible for getting their child to school.

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6. Tuition and Fees

- Under Montana law, tuition may be charged for non-resident students in certain cases.
- The Board will determine if tuition applies, and parents will be notified before enrollment is finalized.

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7. Expectations for Students and Families

Out-of-district students are held to the same standards as resident students:

- Regular attendance and punctuality
- Respectful behavior and compliance with school rules
- Support of the District's educational goals and mission

Failure to meet expectations may result in **revocation of enrollment**.

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8. Annual Review

- Out-of-district enrollment is **approved on a year-to-year basis**.
- Parents must reapply each year.
- Continued enrollment is contingent upon student performance, conduct, and available space.

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9. Contact Information

For questions or to start the application process, please contact:

Nicole Hanson, Superintendent
Lavina K-12 Schools
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