

Non-Resident Sample Form Letters

NOTE: The following is a sample form letters provided by MTSBA. These are not intended to be adopted as a policy. Districts must adjust the content or format of these form letters to meet specific needs for consideration in accordance with the district's policy and integrated strategic action plan.

MELR FORM NO. 3102 Nonresident Enrollment Application--Letter of Denial

Dear _____:

*Please accept this letter as notification that the Board of Trustees denied the Nonresident Enrollment Application you submitted for **STUDENT'S NAME** for the **SCHOOL YEAR** during its meeting on **MEETING DATE**.*

*In accordance with District Policy 3141 and Section 20-5-320, MCA, the School District is required to provide specific reasons for the denial of the application. **(identify the specific reasons for denial as listed in the law and policy with findings to support the denial)***

- 1. The approval would result in exceeding limits of:*
 - A. building construction standards pursuant to Title 50, chapter 60, MCA;*
 - B. capacity and ingress and egress elements, either by individual room or by school building, of any fire code authorized by Title 50, chapter 3; or*
 - C. evacuation elements of the district's adopted school safety plan.*
- 2. The approval would risk jeopardizing the educational quality adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610 because the nonresident child who is applying was:*
 - A. truant as defined in Section 20-5-106, MCA, in the last school district attended;*
 - B. expelled by another school district at any time; or*
 - C. suspended in another school district in any of the 3 school fiscal years preceding the school fiscal year for which attendance is requested. This Subsection C does not apply to a student who is eligible for special education or related services.*
- 3. The approval would impede meeting goals, standards, or objectives of quality education adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610.*

*This decision may be appealed in accordance with Montana law. If you have any questions, please feel free to contact **NAME** at **EMAIL**.*