

1 **Potomac Elementary**

2
3 **STUDENTS**

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4
5 Entrance, Placement, and Transfer

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7 Entrance, Date, and Age

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9 The trustees will enroll a child in kindergarten or in first grade whose fifth (5th) or sixth (6th)
10 birthday occurs on or before the tenth (10th) day of September of the school year in which the
11 child is to enroll. Parents may request a waiver of the age requirement. All waivers are granted
12 in the sole discretion of the District. A child who meets the requirement of being six (6) years
13 old, but who has not completed a kindergarten program, will be tested and placed at the
14 discretion of the administration. The District requires proof of identity and an immunization
15 record for every child to be admitted to District schools. The trustees may at their discretion
16 assign and admit a child to a school in the district who is under 6 years of age if there are
17 exceptional circumstances that merit waiving the age provision.

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19 School Entrance

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21 1. The District requires that a student’s parents, legal guardian, or legal custodian present
22 proof of identity of the child¹ to the school within forty (40) days of enrollment, as well
23 as proof of residence in the District. Students who are not residents of the District may
24 apply for admission pursuant to Policy 3141. Homeless students shall be admitted
25 pursuant to state and federal law, and Policy 3125.
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27 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
28 child must have been immunized against diphtheria, pertussis, tetanus, poliomyelitis,
29 rubella, mumps, and measles (except that pertussis vaccination is not required for
30 children seven (7) years or older). Immunizations may not be required if a child qualifies
31 for conditional attendance or an exemption is filed as provided by Montana law.

32
33 Placement

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35 The District goal is to place students at levels and in settings that will increase the probability of
36 student success. Developmental testing, together with other relevant criteria, including but not
37 limited to health, maturity, emotional stability, and developmental disabilities, may be
38 considered in the placement of all students. Final disposition of all placement decisions rests
39 with the Principal, subject to review by the the Board.

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41 Transfer

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43 District policies regulating the enrollment of students from other accredited elementary and
44 secondary schools are designed to protect the educational welfare of children.

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1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

