



# District Classification Guide

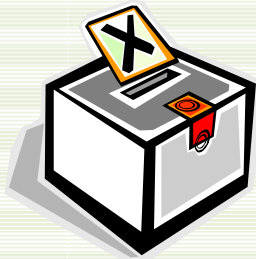
## Quick Reference Guide:

### **COUNTY: District Classification Collection**

*This guide will help districts navigate the County application for the entry of district classification information used in school elections.*

*Topics covered in this Quick Reference Guide include:*

- *Data Required for District Classification Collection*
- *Obtaining Data From Districts*
- *County Application*
- *Entering District Classification Data*



This guide is designed to help County Superintendents navigate the County application for the entry of District Classification data for use in school elections. District classification determines which districts report campaign finance information to the Montana Commissioner of Political Practices (MCPP) and County Superintendents are charged with the establishment and classification of districts (20-6-201, MCA).



Before beginning, consider the following:

#### **1. What is the current district classification and when was it last changed?**

- District classification is determined by the district's population, based on the best available population information for the district. Districts may change classification no more than once every 5 years. *page 2*

#### **2. How do I get information from districts?**

- The OPI has created a form that districts should complete and send to their County Superintendent. *page 3*

#### **3. What is the County application and how do I access it?**

- The County application is currently used to enter county data submitted to the OPI. County Superintendents will access the application to enter District Classification data. *page 3*

#### **4. How do I enter the district classification data?**

- District populations are pre-populated based on the most recent census data available. County Superintendents need to enter District Classification, # of Trustees, Date of Last Classification Changed and Joint Board data for all districts within the county. *page 4*

## DISTRICT CLASSIFICATION

Elementary districts are divided into three classifications:

- First class – population of 6,500 or more;
- Second class – population of 1,000 or more but less than 6,500;
- Third class – population less than 1,000

The classification of the high school district is the same as the classification of the elementary district where the high school is located.



County Superintendents are given the authority to make classification changes based on the population of the district. Changes may be made only once every 5 years.

Classification changes affect the number of trustees elected in a district.

The data elements required for the District Classification collection are as follows:

- District Classification - described above;
- # of Trustees – the current number of trustees in the district;
- Date of Last Classification Change – if not known (and no change has been made in the last 5 years) enter 12/1/2008
- Joint Board – yes or no (entry of “yes” requires additional data entry of District, Start Date and End Date)

A screenshot of a web form titled "District Classification" from OPI County. The form is set for "State FY of Collection: 2014" and "County: Lewis & Clark". It includes fields for "District" (Auchard Creek Elem), "Population: 154", and "District Classification". There are also fields for "# Trustees", "Date of Last Classification Change", and "Joint Board" (Yes/No). Below these are fields for "District", "Start Date", and "End Date". The form has buttons for "Add Joint Board", "Clear Joint Board", "Save", "Clear", and "Submit". A red error message at the bottom states: "There are no LEs entered as sharing a trustees board." and "There are no LEs entered for this county." A note says "The Save button MUST be pressed to save changes to joint board list."

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**DISTRICT CLASSIFICATION**

To the District Clerk:

Please provide the following information for each LE in the district and return to the County Superintendent for their records.

LE Number:  District Name:

Number of Trustees:

Is the board joint with any other board(s)?

LE Number:  District Name:

Start Date:  End Date:

LE Number:  District Name:

Start Date:  End Date:

LE Number:  District Name:

Start Date:  End Date:

LE Number:  District Name:

Start Date:  End Date:

Form Completed By:

Date:

**DISTRICT INFORMATION**

To assist with the collection of data from districts the OPI has developed a form that districts may use to report the data to their County Superintendent. A link to the form was included in a recent district newsletter and is available on the OPI School Finance webpage.

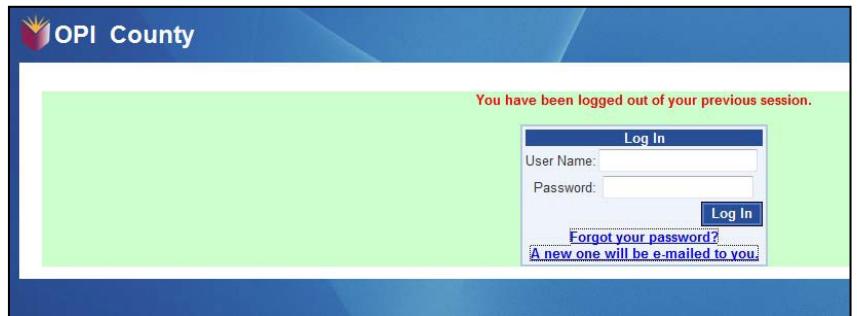
**COUNTY**

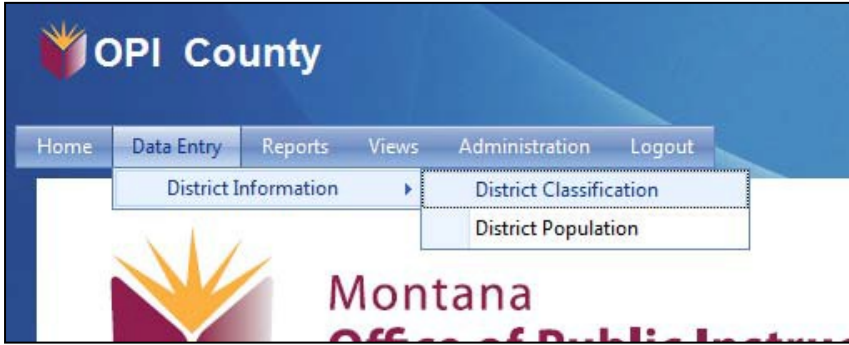
County Superintendents will receive a username and password that will allow them access to the County application.

The link to the County application is below:

<https://apps.opi.mt.gov/County/frmligin.aspx>

It may be found on the School Finance webpage under Election Resources.





## ENTERING DISTRICT CLASSIFICATION DATA

Once logged into the County application, select Data Entry/District Information/District Classification.

The assigned county will appear with the required data entry fields.

If assigned to multiple counties, first select a county.

Choose a district from the list of districts within the county.

Population information will appear for that district.

Enter *District Classification*, *# Trustees* and *Date of Last Classification Change* (if unknown and no change was made in the last 5 years, enter 12/1/2008).

If the district is joint with another, click **Yes** under *Joint Board*.

Under *District*, select the name of the joint district. Enter the agreement *Start* and *End Dates*. Click **Add Joint Board**.

Repeat for all joint board agreements. Click **Save** when all information has been entered.

If the district is not joint with another, click **Save**.

The screenshot shows the 'District Classification' form for Lewis & Clark County. The 'Joint Board' section has radio buttons for 'Yes' (selected) and 'No'. Below this are fields for 'District' (Trinity Elem), 'Start Date' (08/25/2010), and 'End Date' (08/25/2014). There are 'Add Joint Board' and 'Clear Joint Board' buttons. A message states: 'There are no LE entered as sharing a trustees board.' Below that are 'Save' and 'Clear' buttons, and another message: 'There are no districts entered for this county.' A 'Submit' button is at the bottom.

The screenshot shows the 'District Classification' form with a table of districts. The 'Joint Board' section is set to 'No'. The table has columns for District, District Classification, and Date Of Last Change. Each row has 'Select' and 'Delete' buttons.

District	District Classification	Date Of Last Change	Select	Delete
0487 Helena Elem	First Class (population of 6,500 or more)	12/1/2008 12:00:00 AM	Select	Delete
0488-Helena H S	Third Class (population less than 1,000)	12/1/2008 12:00:00 AM	Select	Delete
0491-Trinity Elem	Second Class (population of 1,000 to 6,499)	12/1/2008 12:00:00 AM	Select	Delete
0492-East Helena Elem	First Class (population of 6,500 or more)	12/1/2008 12:00:00 AM	Select	Delete
0495-Wolf Creek Elem	Second Class (population of 1,000 to 6,499)	12/1/2008 12:00:00 AM	Select	Delete
0498-Auchard Creek Elem	Third Class (population less than 1,000)	12/1/2008 12:00:00 AM	Select	Delete
0502-Augusta Elem	Third Class (population less than 1,000)	12/1/2008 12:00:00 AM	Select	Delete
0503-Augusta H S	Third Class (population less than 1,000)	12/1/2008 12:00:00 AM	Select	Delete
1221-Lincoln K-12 Schools	Second Class (population of 1,000 to 6,499)	12/1/2008 12:00:00 AM	Select	Delete

Once all districts have data entered, the option to enter more information will disappear.

Individual districts may be modified by clicking **Select** for each district.

## EDITING DISTRICT CLASSIFICATION DATA

Once a district record has been saved the record may be edited or deleted. First, open the record by clicking **Select** on the district record.

The screenshot shows the 'District Classification' form with the same table of districts. The 'Select' button for the '0487-Helena Elem' row is highlighted with a mouse cursor.

### District Classification

State FY of Collection: 2014 County: Lewis & Clark

District: Helena Elem Population: 51,161 District Classification: First Class (population of 6,500 or more)

# Trustees: 7 Date of Last Classification Change: 12/01/2008

Joint Board:  Yes  No

District: Helena H S Start Date: 01/01/2010 End Date: 01/01/2015

The Save button MUST be pressed to save changes to joint board list

District	Name	Start Date	End Date	Select	Remove
0488	Helena H S	1/1/2010 12:00:00 AM	1/1/2015 12:00:00 AM	Select	Remove
0491	Trinity Elem	1/1/2010 12:00:00 AM	1/1/2015 12:00:00 AM	Select	Remove
0492	East Helena Elem	1/1/2010 12:00:00 AM	1/1/2015 12:00:00 AM	Select	Remove

To modify a Joint Board record, click Select on the sub-menu.

To delete a district record, first remove all Joint Board records. Save the classification record.

### District Classification

State FY of Collection: 2014 County: Lewis & Clark

District: Helena Elem Population: 51,161 District Classification: First Class (population of 6,500 or more)

# Trustees: 7 Date of Last Classification Change: 12/01/2008

Joint Board:  Yes  No

District: Start Date: End Date:

The Save button MUST be pressed to save changes to joint board list

There are no LEs entered as sharing a trustees board.

District	District Classification	Date Of Last Change	Select	Delete
0487-Helena Elem	First Class (population of 6,500 or more)	12/1/2008 12:00:00 AM	Select	Delete

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### District Classification

State FY of Collection: 2014 County: Lewis & Clark

District	District Classification	Date Of Last Change	Select	Delete
0487-Helena Elem	First Class (population of 6,500 or more)	12/1/2008 12:00:00 AM	Select	Delete
0488-Helena H S	First Class (population of 6,500 or more)	12/1/2008 12:00:00 AM	Select	Delete
0491-Trinity Elem	Second Class (population of 1,000 to 6,499)	12/1/2008 12:00:00 AM	Select	Delete

Click Delete to remove the Classification record.

Once all data has been verified, click **Submit**.

Clicking **Submit** finalizes data for OPI reporting. If an error is found after submission, contact Nicole Thuotte at (406) 444-4524 or [nthuotte@mt.gov](mailto:nthuotte@mt.gov).

### District Classification

State FY of Collection: 2014 County: Lewis & Clark

District	District Classification	Date Of Last Change	Select	Delete
0487-Helena Elem	First Class (population of 6,500 or more)	12/1/2008 12:00:00 AM	Select	Delete
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