

**Request for Exception to the
Authorized Representative (AR)
Includes School Districts, Special Education
Cooperatives, and Community-Based Organizations**

Authorized Representative (AR) of a School District - The Board of Trustees has the authority to act on behalf of the school district. The Office of Public Instruction (OPI) assumes the Board of Trustees delegates its authority to the district superintendent, who will act as authorized representative (AR) of the school district receiving federal and/or state grants. If the school district, because of its size, does not have a district superintendent, the principal will be presumed to be the AR. If a district has neither a superintendent nor a principal, the county superintendent will assume the role of AR. Although the AR role is presumed to follow that rule, the trustees may instead request an exception to the rule in order to designate the board chair, another board member, or an employee in the role of AR for the board. The board chair must submit this form to the OPI to request an exception.

Authorized Representative of a Sub-Recipient Who is Not a School District - The chairperson of the managing board or committee of the sub-recipient organization is assumed to be the authorized representative, unless the board designates an alternative by submitting this form to the OPI.

Purpose of Form - This form allows:

- Trustees to assign a designee to act as AR on behalf of the board of trustees. The designee will act legally on behalf of the trustees for the sub-recipient of federal and state grants. All related correspondence to the LEA will flow through the designee.
- Trustees to reverse a previously approved authorized representative exception back to the delegated authority.
- Sub-recipients who are not school districts to assign an AR to act on their behalf.

The designee assignment and position will remain in effect until the OPI receives notice of a change. Should the approved designee leave at any time, the approved position will remain in effect until the OPI receives notice of a change.

The role of the AR is explained in Section 700-1 of the State and Federal Grants Handbook:
http://www.opi.mt.gov/Finance&Grants/Index.html?gpm=1_9

Submit the Form - The Board Chairman may submit the form by fax 406-444-1373 or by mail: Office of Public Instruction, Attn: BJ Granbery, PO Box 202501, Helena, MT 59620-2501.

Contact Information - If you have questions regarding this form, please contact Tobie Liedes by telephone at 406-444-2417, or by email at tliedes2@mt.gov.

Designee Information

Full Name _____
 New Designee Reverse an Approved AR Exception back to the Delegated Authority

Position _____
Mailing Address _____
Telephone _____
Email _____

Board Chair Approval-With my signature below (typed or written), I certify the accuracy of the information submitted on this form.

Signature of Board Chair

Date

Name of School District or Organization

New Designee/Reversed Delegate, please indicate position:

- Superintendent
- Principal (if there is no superintendent)
- County Superintendent
- Approved Exception
- Other (state the role) _____

The OPI requires the official meeting minutes from the Board of Trustees authorizing the AR representative change for the district.

Minutes attached: Yes No

OPI Use Only

Approved Disapproved

OPI Assistant Superintendent Signature

Date