Elsie Arntzen, Superintendent
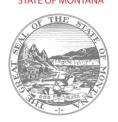PO Box 202501
Helena, MT 59620-2501
406-444-3680
www.opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First A⁺

Request to Open a New Public Charter School or District

To open a **Public Charter School or District** in accordance with Title 20, Chapter 6, Part 8, MCA, after completing the Board of Public Education application and approval process, this document must be completed by the requesting entity and submitted to the Office of Public Instruction with all related documents required.

High school or junior high school charters schools and charter districts must also follow the statutory school opening requirements per Title 20, Chapter 6, Part 5, MCA.

Entity Request Type

☐ New charter school under an existing school board

☐ New charter district with one school

☐ New charter district with multiple schools

If a new charter district is opening with multiple schools, please complete one form for each school.

If a new charter district opening with multiple schools, please indicate how many schools have been approved to open and operate in the upcoming fiscal year: _____

School Information

District Name		LE
School Name		
Mailing Address		
Physical Address		
Please indicate school type	☐ New Public Charter School under an Existing Local School Board	
	☐ New Public Charter District	

Grade and Estimated ANB Information (Select all that apply and input information)				
	☐ Elementary School Without Accredited MS Program	Grade Range		ANB
	☐ Elementary School With Accredited MS Program	Grade Range		ANB
	☐ Middle School	Grade Range		ANB
	☐ Junior High School	Grade Range		ANB
	☐ High School	Grade Range		ANB

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Contact Information

Authorized Representative	
Position	
Email	
Phone	
County Superintendent	
Email	
Phone	

Documentation Required

If you are **closing an existing school in conjunction with the opening of a new charter school**, please send:

☐ Letter on official letterhead which details the school closing and reason for closure, signed by an authorized representative.

For **all Public Charter School or District** applications, please include the following items:

☐ Letter of Intent on official letterhead, signed by authorized representative

☐ Completed Board of Public Education Public Charter School Application

☐ Local school board letter of approval

☐ Board of Public Education approval and contract

☐ High school and junior high school statutory requirements per Title 20, Chapter 6, Part 5, MCA.

County Superintendent must send OPI a letter that includes the estimated ANB of the school

New Public Charter School Districts only, complete the following:

☐ Special Education Requirements

Position	Staff Name or Contractor	License or Contract Number
Special Education Director		
Special Education teacher(s)		
School Psychologist		
Speech/Language Pathologist		
Occupational Therapist		
Physical Therapist		

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Submission of Documents

Files must be remitted via the secure File Transfer Service.

1. Go to https://transfer.mt.gov. You will have to register if you have not already.

2. Select "Send a New File"

3. Upload the file(s) you wish to send. Please ensure all required documents listed above are included, as well as this Request form.

4. Select "Continue"

5. Select the recipient option "State Employee or login.mt.gov Customer" under the *General* box

6. Complete the recipient information. Please send these documents to Enly Kovis at enly.kovis2@mt.gov.

7. Input a brief message which details the file information. This can simply be your school's name and "Application Documents".

8. Select "Send"

9. Send a confirmation email to OPISchoolFinance@mt.gov to inform OPI that the submission is complete.