



Request to Open or Reopen an Elementary or Middle School

Please complete this form and return it, with the required documentation, to the Office of Public Instruction **by June 1** prior to the beginning of the school year in which you intend to open or reopen the elementary school. The OPI will approve or disapprove the opening of the high school before the fourth Monday of June preceding the first year of intended operation. This process is in accordance with the Opening of Schools statute [Title 20, Chapter 6, Part 5, MCA](#).

I: District Information

District Name _____ LE Number _____
County Name _____

II: New or Reopening School Information

School Name _____

Is this a new or reopening school? New Reopening

If reopening, list the previously used school code: _____

Address _____

City/Town _____ State _____ ZIP _____

Phone Number _____

FAX Number _____

Proposed Opening Date _____

Does the school intend to open in the *current fiscal year*? Yes No

III: Budget Unit Information

1 Is the school located more than 20 miles beyond the incorporated limits of a city or town located in the district? Yes No

2 Is the school located at least 20 miles from any other school of the district? Yes No

3 Does the school have the same boundaries as the school it is replacing? Yes No

Grades to be served (Range) _____

Estimated Early Literacy _____

Estimated ANB Kindergarten _____



Estimated ANB Grades 1-6 _____

Estimated ANB Grades 7-8 _____

IV: Documentation Required

Please submit the following documents with this form:

- County Superintendent Approval:** The county superintendent shall send, on official letterhead, a document or document(s) which include a copy of:
 - the board of county commissioners' approval of the school opening or reopening
 - the parents' petition to the district,
 - the approval of the trustees of the district to open or reopen a school
 - the county superintendent's estimate of the probable ANB
- Location of School:** Attach a map of the district showing the location of each school within the district, as well as the location of the proposed new or reopened school.
- Evidence of Contact with OPI School Accreditation Team:** Include a record of emails showing that the Accreditation team has been contacted and accreditation proceedings have begun.
- If opening in the current fiscal school year ONLY:**
 - Include a budget request for that portion of the fiscal year in which the school will be in operation prior to the ensuing school fiscal year, per [20-6-502\(4\)\(b\)\(i\), MCA](#).
 - Request for Application for Classification as an Isolated School in accordance with the provisions of [20-6-502\(4\)\(b\)\(ii\), MCA](#) and [20-9-302, MCA](#).
 - i. This document is not publicly available and will be sent to you upon request.
- Accreditation:** Please contact the School Accreditation team at opiaccred@mt.gov to initiate the accreditation review process and include a copy of the communication.

V: Submission of Documents

Because the documentation required will include student names, it must be remitted via the File Transfer Service.

How to Send the file(s) via Files Transfer Service

1. Go to <https://transfer.mt.gov/Transfer/Sent>
 - a. 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.
4. Select "Continue"
5. Select the recipient option "General" or "State Employee"
6. Complete the recipient information
 - a. If you have already been in contact with a member of School Finance to coordinate your submission, please send the files to them. If you have not



MONTANA OFFICE OF PUBLIC INSTRUCTION
SCHOOL FINANCE DIVISION

yet contacted School Finance about this process, please contact us at OPISchoolFinance@mt.gov to connect with a team member.

7. Input a brief message which details the file information.
8. Select "Send"
9. Send a confirmation email to inform the recipient that the submission is complete.

VI: Signature of the Chairperson of Board of Trustees

The information provided within this request and attached documents is submitted to the Superintendent of Public Instruction for the purpose of opening or reopening an elementary school and is true and accurate to the best of my knowledge.

Signature _____

Name _____

Date _____



Additional Information

Isolation Classification Information for schools opening in the current fiscal school year ([20-6-502\(4\)\(b\)\(ii\), MCA](#) and [20-9-302, MCA](#).)

A district submitting a request to open or reopen an elementary school with an opening date during the current school fiscal year must receive approval from the Office of Public Instruction to have the school classified as an isolated school in accordance with Section 20-9-302, MCA. When applying for the isolation classification, the dates in 20-9-302(3), MCA for the submission and approval of the application do not apply and the isolation classification application must be made at the same time that the application for opening or reopening the school is made. A district making such request for isolation classification of a new or reopened school should request and complete the Application for Classification as an Isolated School, form #FP-5. The form must be requested from the OPI School Finance Team at OPISchoolFinance@mt.gov.

Budget Request Information for schools opening in the current fiscal school year

The undersigned Chairperson of the Board of Trustees requests the opening or reopening of an elementary school, and hereby submits a budget request to the Superintendent of Public Instruction for the portion of the current school fiscal year in which the school will be in operation. The undersigned Chairperson understands that this request is contingent upon the approval of the opening or reopening of the elementary school by the Superintendent of Public Instruction.

Items listed in Documentation Required

Parent Petition: Include a list of the names and grades of students who will attend the new or reopened school. The petition must identify the school, be signed by the parents of at least two pupils, state the reasons for requesting the opening or reopening and give the names of the children who would attend the school.

Board of Trustees' Approval Resolution: If this request is made for a school that will open or reopen during the current school fiscal year, the proposed opening date must be included in the approval resolution. The trustees' approval resolution should also request that the process in Section 20-6-502, MCA, be expedited.

Board of County Commissioners' Approval: This document indicates the county's approval of the new or reopened school and often includes minutes from the meeting at which approval was granted.

Application Form # FP-5, Application for Classification as an Isolated School: This application is only required if the request to open or reopen an elementary school is made for a school that will open or reopen during the current school fiscal year.

Letter to OPI Accreditation Division indicating the district is opening a school and will be pursuing accreditation