



Request to Open or Reopen a Junior High School or High 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 junior high or high school. The OPI will approve or disapprove the opening of the 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: _____

Indicate school type: Junior High School High School

Address _____

City/Town _____ State _____ ZIP _____

Phone Number _____

FAX Number _____

Proposed Opening Date _____

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 ANB Grades 6-8 _____

Estimated ANB Grades 9-12 _____



IV: Information Required

1. Why should the high school be opened or reopened?
2. What is the probable enrollment of the high school?
3. What is the distance from the high school to the nearest high schools? What are the road conditions?
4. What is the taxable value of the district?
5. What are the building and equipment facilities available for the high school?
6. Provide the planned course of instruction for the high school.
7. What are the planned methods to comply with the standards of accreditation?

V: Documentation Required

Please submit the following documents with this form:

- County Superintendent letter:** A letter from the county superintendent, on official letterhead, estimating the average number belonging (ANB) of the 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.
- Section IV Information Required Answers:** A document which has the answers to all questions listed in section IV: *Information Required*, including supporting documentation.
- Accreditation:** Please contact the School Accreditation team at opiaccred@mt.gov to initiate the accreditation review process and include a copy of the communication.

VI: Submission of Documents

Please send all documents in one email to OPISchoolFinance@mt.gov.

If your documentation includes confidential information, such as student details, it *must* be submitted via the File Transfer Service.

VII: 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

Opening A Junior High School When High School District Operates a County High School

Additional information for the opening of a junior high school under an existing high school district which operates a county high school can be found [20-6-505, MCA](#). Per subsection (3), the requirements of the submission to the OPI are identical to the requirements for an application to open or reopen a junior high or high school.

Opening Of Middle School

For opening of a middle school, please use the *Request to Open or Reopen an Elementary School* form.

Per [20-6-501, MCA](#):

“A middle school is a school comprising the work of grades 4 through 8 or any combination of grades 4 through 8 that has been accredited as a middle school under the provisions of 20-7-102, MCA. When an accredited junior high school is operated by the district, grades 7 and 8 or their equivalents may not be considered as elementary grades.”