

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

I. Authorized Representative (AR) of a School District - The Board of Trustees has the authority to act on behalf of the school district. The authorized representative (AR) of the school district receiving federal and/or state grants is:

- The school district superintendent.
- The principal, if there is no school district superintendent.
- The county superintendent, if there is no school district superintendent or principal.

NOTE: If a new person is hired into one of the positions listed above in which the person leaving was the AR or was an exception to the AR (see *III. Exception to the AR* below) email centralupdates@mt.gov.

II. Authorized Representative of a Subgrantee that is not a School District - The chairperson of the managing board or committee of the subgrantee organization is assumed to be the authorized representative, unless the board designates an alternative by submitting this form to the OPI. Such organization include but are not limited to:

- For-profit community-based organizations.
- Nonprofit community-based organizations.
- Faith-based organizations.
- Tribal colleges or tribal governments.
- A unit of the university system.

III. Exception to the AR - Although the AR role is presumed to follow the rules above, the trustees may request an exception to the rule in order to designate the board chair, another board member, or employee in the role of AR for the board. *Minutes relative to this action must accompany this form.* The designee will act legally on behalf of the trustees as the sub-recipient of federal and state grants. All related correspondence to the local education agency will flow through the designee.

The designee assignment and position will remain in effect until the OPI receives notice of a change (see *NOTE* above).

The role of the AR is explained in Section 700-1 of the State and Federal Grants Handbook: [700 Specialized Duties of Recipients](#).

Submit the Form - The Board Chairman may submit the form and the board minutes by email to centralupdates@mt.gov or by mail: Office of Public Instruction, Attn: Central Updates, PO Box 202501, Helena, MT 59620-2501.

Contact Information - If you have questions regarding this form, please contact Amanda Zigan by telephone at 406-444-3096 or by email at amanda.zigan@mt.gov.

New Designee Information

Name of School District or Organization

Date

New Designee Name (Please print first and last name)

Position

New Designee Telephone Number

New Designee Email Address

Attach the official meeting minutes from the Board of Trustees authorizing the AR representative change for the district or other entity.

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

Signature of Board Chair

Date

Printed Name

OPI Use Only

Approved

Disapproved

OPI Fiscal Services Division Administrator Signature

Date