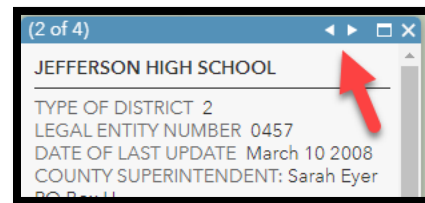# DISTRICT RESIDENCY

This process is to be completed for all out-of-district students at the district where the students are enrolled. Districts in this section refer to the Legal Entity (LE), not the School System, as tuition is calculated by LE level for budgeting purposes.

FINDING THE STUDENT'S RESIDENT DISTRICT

1. Use the **ArcGIS Montana Schools and School Districts** map.
   a. [Link to map](#)
2. Use the **Find address or place** search box to find the student's home address.
3. Click on the land parcel where the residence is located.
4. Click on the left and right arrows to scroll through and identify the elementary and/or high school district (LE) that the student resides in.

CREATING AN OUT-OF-DISTRICT RECORD

PATH: *Student Information>State Programs>District Residency*

1. Search for the student.
2. Open District Residency.
   a. PATH: *Student Information>State Programs>District Residency*.
3. Click **New** to add a new record.
4. Enter **Start Date** (first day of attendance).
5. Enter **End Date** when the student leaves the district (last day of attendance) or changes residency (last day in district of residence).
6. Select **Resident District**.
7. Enter any additional information in the **Comments** field.
8. Click **Save**.