Education Savings Accounts

The [Education Savings Account (ESA)](#) is a reimbursement program for parents of a child with a disability under the Individuals with Disabilities Education Act, 20.U.S.C 1400, et seq. The purpose of this program is to provide flexibility for parents in their child's education. [20-7-Part 17, MCA](#)

Once a district has been notified by the OPI's Education Savings Account Specialist of a child's participation in the program, the district must create an enrollment within Infinite Campus to identify the student as an ESA participant for ANB purposes.

Enrollment
PATH: *Student Information>General>Enrollments*

The OPI has two eligibility windows for ESA students. The first window is from May 1 to June 1 (for the beginning of the next school year) and from November – December 1 (for January through the end of the school year). Students eligible in window 1 should be enrolled as of the first day of school and students eligible in window 2 should be enrolled as of the first day after winter break.

To create an enrollment, locate the student using the Student Locator (students enrolled in a previous year or students new to the district) or Search (students enrolled in the current year).

1. From the Enrollments screen, click New.
2. Enter Start Date and Grade.
3. Select Service Type S: Partial (required for ESA students).
4. Select Local Start Status (01: First time receiving educational services, 06: Transfer from an out of state school, 07: Transfer from a school from out of the country, 08: Transfer from a private school within the state, 09: Transfer from home school within the state).
5. Click Save.

Educational Savings Account Flag

PATH: *Student Information>General>Flags*

A flag must be created for the student to ensure that the student <u>is not</u> counted for enrollment but <u>is</u> included in the district's ANB count.

1. Click New.
2. Select ESA: Education Savings Account (ESA).
3. Enter Start Date.
4. Click Save.

Special Education Status

PATH: *Student Information>Special Ed>Special Ed Documents*

A student must have an Evaluation Report. Students new to Montana, or new to school, should be evaluated in the same way that an enrolled student would be evaluated for eligibility. Districts should review the student's evaluation report annually to ensure continued eligibility.
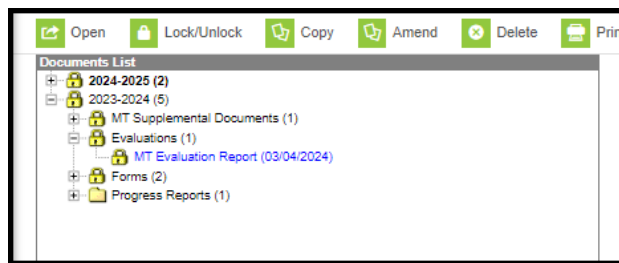
Fall and Spring Count Dates

Students who are enrolled ESA participants on the Fall and/or Spring Count dates must have Aggregate Hours entered (in addition to an enrollment and ESA flag). In the student's enrollment, enter full-time aggregate hours for the appropriate count date.

Note: The MT Count Date attendance tool will not populate this information for a student automatically unless the student is enrolled in an ESA course (not required).

Ending ESA Status

Students who return to school should have their ESA enrollment and flag ended on the day indicated by the OPI's ESA Specialist. If the student returns to the same school, create a new enrollment record for the student.