



# District Classification Guide

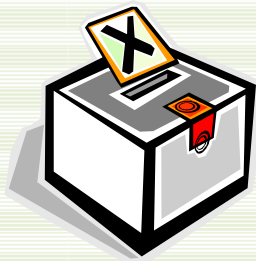
## Quick Reference Guide:

### **COUNTY: District Classification Collection**

*This guide will help districts navigate the County application for the entry of district classification information used in school elections.*

*Topics covered in this Quick Reference Guide include:*

- *Data Required for District Classification Collection*
- *Obtaining Data From Districts*
- *County Application*
- *Entering District Classification Data*



This guide is designed to help County Superintendents navigate the County application for the entry of District Classification data for use in school elections. District classification determines which districts report campaign finance information to the Montana Commissioner of Political Practices (MCPP) and County Superintendents are charged with the establishment and classification of districts ([20-6-201, MCA](#)).



Before beginning, consider the following:

- 1. What is the current district classification and when was it last changed?**
  - District classification is determined by the district's population, based on the best available population information for the district. Districts may change classification no more than once every 5 years.
- 2. How do I get information from districts?**
  - The OPI has created a form that districts should complete and send to their County Superintendent.
- 3. What is the County application and how do I access it?**
  - The County application is currently used to enter county data submitted to the OPI. County Superintendents will access the application to enter District Classification data.
- 4. How do I enter the district classification data?**
  - District populations are pre-populated based on the most recent census data available. County Superintendents need to enter District Classification, # of Trustees, Date of Last Classification Changed and Joint Board data for all districts within the county.

## DISTRICT CLASSIFICATION

Elementary districts are divided into three classifications:

- First class – population of 6,500 or more;
- Second class – population of 1,000 or more but less than 6,500;
- Third class – population less than 1,000

The classification of the high school district is the same as the classification of the elementary district where the high school is located.



The data elements required for the District Classification collection are as follows:

- District Classification - described above;
- # Of Trustees – the current number of trustees in the district;
- Date of Last Classification Change – if not known (and no change has been made in the last 5 years) enter the date that is five years prior to the current date.
- Joint Board – yes or no (entry of “yes” requires additional data entry of District, Start Date and End Date)

The screenshot shows the OPI County District Classification web application. At the top, there is a navigation menu with links for Home, Data Entry, Reports, Views, Administration, Documentation, and Logout. The main heading is "District Classification". Below this, there are several input fields and a table. The "State FY of Collection" is set to 2023 and the "County" is Daniels. The "District Classification Data Submitted" date is 11/18/2022. The "District" is Scobey K-12 Schools, the "Population" is 1,638, and the "District Classification" is Second Class (population of 1,000 to 6,499). The "# Trustees" is 5 and the "Date of Last Classification Change" is 12/01/2008. The "Joint Board" section has radio buttons for Yes and No, with No selected. Below this is a "Clear" button and a table with columns for District, District Classification, Date Of Last Change, and a "Select" button.

District	District Classification	Date Of Last Change	
0194-Scobey K-12 Schools	Second Class (population of 1,000 to 6,499)	12/1/2008 12:00:00 AM	Select

County Superintendents are given the authority to make classification changes based on the population of the district. **Changes may be made only once every 5 years.** Classification changes affect the number of trustees elected in a district.

## District Classification

To the District Clerk:

Please provide the following information for each LE in the district and return to the County Superintendent for their records.

LE Number:	District Name:
Number of Trustees:	
Is the board joint with any other board(s)?	

### Joint Board Information:

LE Number:	District Name:
Start Date:	
End Date:	

LE Number:	District Name:
Start Date:	
End Date:	

LE Number:	District Name:
Start Date:	
End Date:	

LE Number:	District Name:
Start Date:	
End Date:	

LE Number:	District Name:
Start Date:	
End Date:	

Form Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

## DISTRICT INFORMATION

The information needed to complete the District Classification collection is received from the districts after the organizational meeting in May. The board information can also be found on the OPI website at [Reporting Center \(mt.gov\)](https://opi.mt.gov/Reporting-Center).

To assist with the collection of data from districts the OPI has developed a form called “**District Classification Form**” that districts may use to report the data to their County Superintendent. The form is found on the OPI School Finance webpage [Elections \(mt.gov\)](https://opi.mt.gov/Elections).

## COUNTY

County Superintendents will receive a username and password that will allow them access to the County application.

The link to the County application is below: [OPI Secure Portal \(mt.gov\)](https://opi.mt.gov/OPI-Secure-Portal)



## OPI Secure Portal

Please see the [OPI Secure Portal Overview Webinar](#) for helpful information.

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For general County questions, contact OPI at (406) 444-3680 or [OPISchoolFinance@mt.gov](mailto:OPISchoolFinance@mt.gov)

## ENTERING DISTRICT CLASSIFICATION DATA

Once logged into the County application, select Data Entry/District Information/District Classification.

The assigned county will appear with the required data entry fields.

If assigned to multiple counties, first select a county.

### District Classification

State FY of Collection: 2023 County: Carbon

District	District Classification	Date Of Last Change	Select	Delete
0056-Red Lodge Elem	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0057-Red Lodge H S	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0059-Bridger K-12 Schools	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0060-Joliet Elem	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0061-Joliet H S	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0069-Roberts K-12 Schools	Third Class (population less than 1,000)	7/1/1971 12:00:00 AM	Select	Delete
0072-Fromberg K-12	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0076-Belfry K-12 Schools	Third Class (population less than 1,000)	7/1/1971 12:00:00 AM	Select	Delete
1231-Luther Elem	Third Class (population less than 1,000)	7/1/1971 12:00:00 AM	Select	Delete

Submit

Choose a district from the list of districts within the county.

Population information will appear for that district.

Verify *District Classification*, *# Trustees* and *Date of Last Classification Change*, Click **Save**. (if unknown and no change was made in the last 5 years, enter the date that is 5 years prior to the current date).

### District Classification

State FY of Collection: 2023 County: Carbon

District: Red Lodge Elem Population: 3,577 District Classification: Second Class (population of 1,000 to 6,499)

# Trustees: 5 Date of Last Classification Change: 07/01/1971

Joint Board:  Yes  No

Save Clear

District	District Classification	Date Of Last Change	Select	Delete
0056-Red Lodge Elem	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0057-Red Lodge H S	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0059-Bridger K-12 Schools	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0060-Joliet Elem	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0061-Joliet H S	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0069-Roberts K-12 Schools	Third Class (population less than 1,000)	7/1/1971 12:00:00 AM	Select	Delete
0072-Fromberg K-12	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0076-Belfry K-12 Schools	Third Class (population less than 1,000)	7/1/1971 12:00:00 AM	Select	Delete
1231-Luther Elem	Third Class (population less than 1,000)	7/1/1971 12:00:00 AM	Select	Delete

Submit

If the district is joint with another, click **Yes** under *Joint Board*.

Under *District*, select the name of the joint district. Enter the agreement *Start* and *End Dates*. Click **Add Joint Board**.

Repeat for all joint board agreements. Click **Save** when all information has been entered.

If the district is not joint with another, click **Save**.

Once all districts have data entered, the option to enter more information will disappear.

Individual districts may be modified by clicking **Select** for each district.

## EDITING DISTRICT CLASSIFICATION DATA

Once a district record has been saved the record may be edited or deleted. First, open the record by clicking **Select** on the district record.



**District Classification**

State FY of Collection: 2014 County: Lewis & Clark

District: Helena Elem Population: 51,161 District Classification: First Class (population of 6,500 or more)

# Trustees: 7 Date of Last Classification Change: 12/01/2008

Joint Board:  Yes  No

District: Helena H S Start Date: 01/01/2010 End Date: 01/01/2015

[Add Joint Board](#) [Clear Joint Board](#) The Save button MUST be pressed to save changes to joint board list

District	Name	Start Date	End Date		
0488	Helena H S	1/1/2010 12:00:00 AM	1/1/2015 12:00:00 AM	Select	Remove
0491	Trinity Elem	1/1/2010 12:00:00 AM	1/1/2015 12:00:00 AM	Select	Remove
0492	East Helena Elem	1/1/2010 12:00:00 AM	1/1/2015 12:00:00 AM	Select	Remove

[Save](#) [Clear](#)

To modify a Joint Board record, click Select on the sub-menu.

To delete a district record, first remove all Joint Board records.

Save the classification record.

**District Classification**

State FY of Collection: 2014 County: Lewis & Clark

District: Helena Elem Population: 51,161 District Classification: First Class (population of 6,500 or more)

# Trustees: 7 Date of Last Classification Change: 12/01/2008

Joint Board:  Yes  No

District: Start Date: End Date:

[Add Joint Board](#) [Clear Joint Board](#) The Save button MUST be pressed to save changes to joint board list

There are no LEs entered as sharing a trustees board.

[Save](#) [Clear](#)

District	District Classification	Date Of Last Change		
0487-Helena Elem	First Class (population of 6,500 or more)	12/1/2008 12:00:00 AM	Select	Delete

Click Delete to remove the Classification record.

**District Classification**

State FY of Collection: 2014 County: Lewis & Clark

District	District Classification	Date Of Last Change		
0487-Helena Elem	First Class (population of 6,500 or more)	12/1/2008 12:00:00 AM	Select	Delete
0488-Helena H S	First Class (population of 6,500 or more)	12/1/2008 12:00:00 AM	Select	Delete
0491-Trinity Elem	Second Class (population of 1,000 to 6,499)	12/1/2008 12:00:00 AM	Select	Delete

Once all data has been verified, click **Submit**.

Clicking **Submit** finalizes data for OPI reporting.

If an error is found after submission, contact:

Andrea Mohammadi at (406) 444-1960 or andrea.mohammadi@mt.gov.

**OPI County**

Home Data Entry Reports Views Administration Documentation Logout

**District Classification**

State FY of Collection: 2023 County: Carbon

District: Red Lodge Elem Population: 3,577 District Classification: Second Class (population of 1,000 to 6,499)

# Trustees: 5 Date of Last Classification Change: 07/01/1971

Joint Board:  Yes  No

[Save](#) [Clear](#)

District	District Classification	Date Of Last Change		
0056-Red Lodge Elem	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0057-Red Lodge H S	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0059-Bridger K-12 Schools	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0060-Joliet Elem	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0061-Joliet H S	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0068-Roberts K-12 Schools	Third Class (population less than 1,000)	7/1/1971 12:00:00 AM	Select	Delete
0072-Frienberg K-12	Second Class (population of 1,000 to 6,499)	7/1/1971 12:00:00 AM	Select	Delete
0076-Botby K-12 Schools	Third Class (population less than 1,000)	7/1/1971 12:00:00 AM	Select	Delete
1231-Luther Elem	Third Class (population less than 1,000)	7/1/1971 12:00:00 AM	Select	Delete

[Submit](#)



## Appendix

### **Elementary District Classification ([20-6-201, MCA](#))**

- First Class District – Population of 6,500 or more.
- Second Class District – Population of 1,000 or more but less than 6,500.
- Third Class District – Population less than 1,000.

### **High School District Classification ([20-6-301, MCA](#))**

- Follows the classification of the elementary where the high school is located (regardless of population).

### **Elementary Trustee Positions ([20-3-341, MCA](#))**

- First Class District – 7 trustee positions.
- Second Class District – 5 trustee positions.
- Third Class District – 3 trustee positions.

The number of trustee positions in a second or third class elementary district may be increased by two (7 in a second class district, 5 in a third class district) upon majority vote of the board of trustees. In order for the additional positions to be added at the next election, the action of the board of trustees must be published by the district clerk in a newspaper of general circulation in the county prior to January 1 of the year of the trustee election.

The trustees may reduce the number of trustee positions upon receiving a petition for that purpose from at least 10 qualified electors of the district.

### **High School Trustee Positions ([20-3-351, MCA](#))**

- The trustees of the elementary district in which the high school is located.
- County High Schools – 7 trustee positions.
- Additional trustee positions in accordance with [20-3-352\(2\), MCA](#), not to exceed four in a first or second class high school district or two in a third class high school district.

### **Requirements for Reporting to the Montana Commissioner of Political Practices (MCPP) ([13-37-201, MCA](#) and [13-37-206, MCA](#))**

- First class districts in a county having a population of 15,000 or more must certify with the MCPP within 5 days of becoming a candidate.

