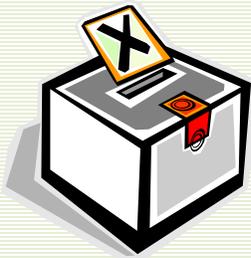

Quick Reference Guide:

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. *page 2*
- 2. How do I get information from districts?**
 - The OPI has created a form that districts should complete and send to their County Superintendent. *page 3*
- 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. *page 3*
- 4. I entered this data last year, do I have to do it again?**
 - District classification rolls from one year to the next. The data only needs to be verified. *page 4*
- 5. Where does district classification data come from?**
 - District populations are pre-populated based on the most recent census data available. County Superintendents only need to update *District Classification, # Trustees, and Date of Last Classification Change* data for all districts within the county. *page 4*

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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.



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.

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

- District Classification - described above;
- # Trustees – the current number of trustees in the district;
- Date of Last Classification Change – use your best judgement if date is not known
- Joint Board – DO NOT ENTER DATA HERE

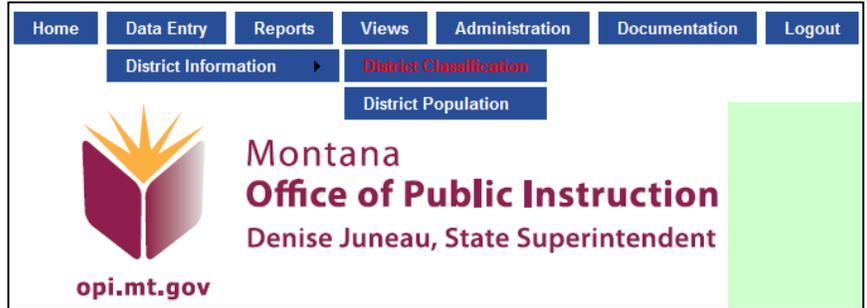
A screenshot of a web-based data entry form titled "District Classification". The form has a navigation bar at the top with links for Home, Data Entry, Reports, Views, Administration, Documentation, and Logout. The main form area has a light green background. It includes dropdown menus for "State FY of Collection" (set to 2015) and "County" (set to Beaverhead). Below these are fields for "District" (set to Beaverhead County H S), "Population" (8,833), and "District Classification" (a dropdown menu). There are also input fields for "# Trustees" and "Date of Last Classification Change". A "Joint Board" section has radio buttons for "Yes" and "No". At the bottom, there are "Save", "Clear", and "Submit" buttons. A red error message states: "There are no districts entered for this county."

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CONFIRMING DATA ENTRY FROM THE PRIOR YEAR

Districts only need to update their data for the current year.

Select Data Entry/District Information/District Classification.



District Classification

State FY of Collection: 2015 County: Broadwater

District	District Classification	Date Of Last Change		
0055-Townsend K-12 Schools	Second Class (population of 1,000 to 6,499)	1/1/1997 12:00:00 AM	Select	Delete

Submit

Select a county. A list of districts with existing data will show under the header.

Click **Select** on the first district.

Verify *District Classification*, # Trustees and *Date of Last Classification Change*.

Make any necessary updates.

Click **Save**.

District Classification

State FY of Collection: 2015 County: Broadwater

District: Townsend K-12 Schools Population: 5,175 District Classification: Second Class (population of 1,000 to 6,499)

Trustees: 5 Date of Last Classification Change: 01/01/1997

Joint Board: Yes No

Save Clear

District	District Classification	Date Of Last Change		
0055-Townsend K-12 Schools	Second Class (population of 1,000 to 6,499)	1/1/1997 12:00:00 AM	Select	Delete

Submit

District Classification

State FY of Collection: 2015 County: Broadwater

District	District Classification	Date Of Last Change		
0055-Townsend K-12 Schools	Second Class (population of 1,000 to 6,499)	1/1/1997 12:00:00 AM	Select	Delete

Submit

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

Clicking **Submit** finalizes data for the OPI reporting. If an error is found after submission, contact Nicole Thuotte at (406) 444-4524 or nthuotte@mt.gov.

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APPENDIX

Elementary District Classification (20-6-201)

- 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)

- 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), 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 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

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