



TR-4 Individual Contracts Roll-Over and Reporting Instructions.

1. Login to the [OPI Secure Portal](#) with your registered username.
2. Once you have successfully logged in, you can roll over your Individual Contracts from the previous fiscal year by going to *Administration > Individual Contract Rollover*. Select the district. A list of all the Individual Contracts for that district will show up. The options to select are: All, None, or click on each Individual Contract individually to be rolled over for the ensuing school year. Select the appropriate contracts and click the "Rollover Individual Contracts" button. Note that the clicked Individual Contracts no longer show up in the list but have been rolled over to Data Entry for TR-4 Individual Contracts module for the ensuing year.
3. Go to *Data Entry > Contracts > TR4 Individual Contracts*. You can edit each contract to complete or make changes. You will need to re-enter the students and save because they change every year.

Completing the TR4 Individual Contracts

1. Go to *Data Entry > Contracts > TR4 Individual Contract*. Select your district and make sure you are in the current fiscal year.
2. Select the district responsible for reimbursing the contact
3. Enter the Parent/Guardian Name
4. Enter the mileage from home to school and mileage from home to bus stop. Check the "One Way Only" check box if the transportation is not a round trip. Check "First Semester Only" or "Second Semester Only" check box if the contract is not for the entire fiscal year. If Isolation has been approved through the Board of Trustees and the County Transportation Committee, click on the "Click if you are applying for isolation" checkbox, and the "Elementary District" or "High School/K-12" checkbox. County Superintendent must check the "County" approval checkbox before the increased rate will calculate. To determine eligibility for isolation, see 20-10-142, MCA and 10.7.116(3), ARM. Reimbursement rates are statutorily set by legislature and cannot be altered. Reimbursements are generated based on the formula outlined in statute.
5. Click on the "New Student" button. Select the Category, Grade Level, and Number of Students being transported. NOTE: Student names are not entered in the Pupil Transportation System. Only enter the number of students being transported for each grade level. Click on the "Save Student" button and then the "Save Contract" button.
6. If the contract is for a special education Pre-K student with transportation included in the IEP, enter trip information. For example: If the student is transported two times per day, three days per week.
7. To view and print the contract, click on the "TR-4" button and then the Print to PDF button.

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8. The TR-4 Individual Contract must be signed by the parent and the Chair of the Board of Trustees. The parent receives a copy of the signed contract, the school district keeps a copy of the signed contract, and a copy of the signed contract is sent to the county superintendent.

9. Once the county superintendent receives a copy, the TR4 Individual Contract will be electronically marked received.

For assistance, please contact Elsie Workman at Elsie.Workman@mt.gov or call (406) 444-2463.