



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.



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 Donell Rosenthal at drosenthal@mt.gov or call (406) 461-9316