

Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

A district may only include, for ANB purposes, an enrolled student who is:

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under § 1-1-215, MCA;
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;
- Participating in the Running Start Program at district expense under § 20-9-706, MCA;
- Receiving education services, provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district; or
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under § 20-9-707, MCA.

- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under § 20-9-707, MCA.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet the residency requirements for that district; live in the district, and must be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in the district under a mandatory attendance agreement as provided in § 20-9-707, MCA.

Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
	§ 20-9-311, MCA	Calculation of average number belonging (ANB)
		-- three-year averaging.
	§ 20-9-706, MCA	Running start program – authorizing class credits at
		postsecondary institution – eligibility – payment for
		credits
	§ 20-9-707, MCA	Agreement with Montana youth challenge program
		or accredited Montana job corps program
	29 U.S.C. 794	Nondiscrimination under Federal grants
		and programs
	34 CFR 300.1, et seq.	Assistance to states for the education of children
		with disabilities

Policy History:

Adopted on: June 11, 2014

Reviewed on:

Revised on:

STUDENTS

Enrollment and Attendance Records

Average Number Belonging

Average Number Belonging (ANB) is the enrollment measure used for the State Foundation Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the attendance records of the preceding year. Funding for districts is based on ANB, which is based on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled.

For a child to be counted for ANB purposes:

- a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
- b) Attending 181 to 359 aggregate hours = One-quarter time enrollment
- c) Attending 360 to 539 aggregate hours = One-half time enrollment
- d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
- e) Attending 720 aggregate hours or more = Full-time enrollment

Enrollment in a program for fewer than 180 aggregate hours of pupil instruction per school year may not be included for ANB purposes, **unless the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB must be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency. 20-9-311(4)(d).**

Homebound Students

Students who are receiving instructional services, who were in the education program and, due to medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may be counted as enrolled for ANB purposes, if the student:

- a) Is enrolled and is currently receiving organized and supervised pupil instruction;
- b) Is in a home or facility which does not offer a regular educational program; and
- c) Has instructional costs during the absence, which are financed by the District’s general fund.

If a homebound student does not meet the criteria set forth above, the District may request a variance through the Office of Public Instruction, for consideration of the student in the enrollment count for ANB purposes beyond the tenth (10th) day of absence.

Attendance Accounting

Days present and absent for every student are to be recorded in each building, for the purpose of informing parents of a student's attendance record.

On the first (1st) Monday in October, **the first (1st) Monday in December**, and on February 1st (or the next school day if those dates do not fall on a school day), the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the forms provided by the District. Special education children who are enrolled in special programs sixteen (16) hours or more a week will be listed separately. The Director of Special Education should be contacted to verify this count. Monthly student counts of enrolled children by grade and classroom will be provided by the office.

Legal Reference:	10.20.102, ARM	Calculation of Average Number Belonging (ANB)
	§ 20-1-101, MCA	Definitions
	§ 20-9-311, MCA	Calculation of average number belonging (ANB) – three-year averaging

Procedure History:

Promulgated on: June 5, 2014

Reviewed on: June 11, 2014

Revised on:

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3 **STUDENTS**

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5 Enrollment and Attendance Records

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7 Since accurate enrollment and attendance records are essential both to obtain state financial
8 reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall
9 be diligent in maintaining such records.

10
11 A district may only include, for ANB purposes, any student who participates in pupil instruction
12 as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20,
13 including but not limited to an enrolled student who is:

- 14
15 • A resident of the district or a nonresident student admitted by trustees under a student
16 attendance agreement and who is attending a school of the district, offsite instructional
17 setting or remote instruction from the public schools of the district;
18
- 19 • Unable to attend school due to a medical reason certified by a medical doctor and
20 receiving individualized educational services supervised by the district, at district
21 expense, at a home or facility that does not offer an educational program;
22
- 23 • Unable to attend school due to the student's incarceration in a facility, other than a youth
24 detention center, and who is receiving individualized educational services supervised by
25 the district, at district expense, at a home or facility that does not offer an educational
26 program;
27
- 28 • Living with a caretaker relative under Section 1-1-215, MCA;
29
- 30 • Receiving special education and related services, other than day treatment, under a
31 placement by the trustees at a private nonsectarian school or private program if the
32 student's services are provided at the district's expense under an approved individual
33 education plan supervised by the district;
34
- 35 • Participating in the Running Start Program at district expense under Section 20-9-706,
36 MCA;
37
- 38 • Receiving education services, provided by the district, using appropriately licensed
39 district staff at a private residential program or private residential facility licensed by the
40 Department of Public Health and Human Services;
41
- 42 • Enrolled in an educational program or course provided at district expense using remote
43 instruction consistent with Policies 2050, 2168, and 2170. The student:
 - 44 • must meet the residency requirements for that district as provided in 1-1-215;
 - 45 • shall live in the district and must be eligible for educational services under the
46 Individuals With Disabilities Education Act or under 29 U.S.C. 794; or

- attend school in the district must be enrolled in the educational program or course under a mandatory attendance agreement as provided in 20-5-321; or
- must be receiving remote instruction under 20-7-118(1)(c).

- A student enrolled on a part time basis consistent with Policy 3110, 3150, 3121P;
- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- A student enrolled by the Board for exceptional circumstances as defined in applicable District policies and in accordance with Section 20-5-101, MCA.
- A student the child is being admitted into an early literacy targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165 in a manner consistent with Section 20-9-311(3)(e), MCA;
- A student gaining credit for participating in a work-based learning program pursuant to Section 20-7-1510, MCA, and Policy 2600;
- A student participating in an “innovative educational program” as defined in Section 15-30-3102, MCA;
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under Section 20-9-707, MCA; or
- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under Section 20-9-707, MCA.
- A student with a disability who is over 19 years old but under 21 years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:
 - the student has not graduated;
 - the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
 - the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet one or more of the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA.

1 Enrollment for Purposes of Participation in Extracurricular Activities By an Unenrolled Child or
2 Part Time Enrolled Student

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4 The District shall include for ANB purposes a child who during the prior school year:

- 5 a. resided in the District;
- 6 b. was not enrolled in the District or was not enrolled full time; and
- 7 c. completed an extracurricular activity with a duration of at least 6 weeks in accordance
8 with Policy 3510.

9
10 Each completed extracurricular activity that, inclusive of practices and post-season tournaments,
11 lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed
12 extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A
13 child may not be counted as more than one full-time enrollment for ANB purposes.

14
15 For purposes of calculating ANB under this section, "extracurricular activity" means:

- 16 a. a sport or activity sanctioned by an organization having jurisdiction over interscholastic
17 activities, contests, and tournaments;
- 18 b. an approved career and technical student organization, pursuant to Section 20-7-306,
19 MCA; or
- 20 c. a school theater production.

21
22 Homeless Youth and Foster Children

23 Assignment to schools shall be subject to modification when federal law applicable to students
24 placed in foster care or students who are homeless requires that such students be educated in a
25 "school of origin" that differs from the assigned school.

26
27 Cross References: Policy 3510 School Sponsored Activities
28 Policy 3150 Part Time Enrollment
29 Policy 2600 Work Based Learning
30 Policy 1010FE/3100 Early Enrollment for Exceptional Circumstances

31
32 Legal Reference: § 1-1-215, MCA Residence – rules for determining
33 § 20-9-311, MCA Calculation of average number belonging (ANB)
34 § 20-9-706, MCA Running start program
35 § 20-9-707, MCA Agreement with Montana youth challenge program
36 or accredited Montana job corps program
37 § 20-5-101, MCA Admittance of child to school
38 § 20-5-112, MCA Participation in Extracurricular Activities
39 § 20-1-101, MCA Definitions
40 § 20-3-324, MCA Powers and Duties
41 §20-7-1510, MCA Credit for participating in work-based learning
42 partnerships
43 29 U.S.C. 794 Nondiscrimination under Federal grants
44 and programs
45 34 CFR 300.1, et seq. Assistance to states for the education of children
46 with disabilities

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Chapter 580 (2023) - Remote Instruction
Chapter 307 (2023) – Transformational Learning

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 _____ **School District**

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3 **STUDENTS**

3121P
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5 Enrollment and Attendance Records

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7 Average Number Belonging

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10 Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the
11 attendance records of the preceding year. Funding for districts is based on ANB, which is based
12 on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of
13 pupil instruction for which a school course or program is offered or for which a pupil is enrolled.
14

15 For a child to be counted for ANB purposes:

- 16
17 a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
18
19 b) Attending 180 to 359 aggregate hours = One-quarter time enrollment
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21 c) Attending 360 to 539 aggregate hours = One-half time enrollment
22
23 d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
24
25 e) Attending 720 aggregate hours or more = Full-time enrollment
26

27 A school district may include in its calculation of ANB a pupil who is enrolled in a program
28 providing fewer than the required aggregate hours of pupil instruction required under subsection
29 20-9-311(4)(a) or (4)(b) if the pupil had demonstrated proficiency in the content ordinarily
30 covered by the instruction as determined by the school board using district assessments. The
31 ANB must be converted to an hourly equivalent based on the hours of instruction ordinarily
32 provided for the content over which the student has demonstrated proficiency.
33

34 A pupil in kindergarten through grade 12 who is concurrently enrolled in more than one public
35 school, program, or district may not be counted as more than one full-time pupil for ANB
36 purposes. When a pupil is concurrently enrolled in more than one district, any fractional
37 enrollment under 20-9-311(4)(a) must be attributed first to a pupil's nonresident district.
38

39 Homebound Students

40
41 Students who are receiving instructional services, who were in the education program and, due to
42 medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may
43 be counted as enrolled for ANB purposes, if the student:
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- 45 a) Is enrolled and is currently receiving organized and supervised pupil instruction;
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- b) Is in a home or facility which does not offer a regular educational program; and
- c) Has instructional costs during the absence, which are financed by the District's general fund.

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