

Gallatin Gateway School District Open Enrollment Application Packet



2024-2025

Deadline for application: April 15, 2024

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Out of District Information

Facts

1. The 2023 Legislative session included the passage of HB 203 requiring open enrollment across the state of Montana.
2. MTSBA has updated policy 3141 to note updated language from HB 203.
3. The bill provides a list of circumstances by which the trustees of the district can disapprove applications that “negatively impact the quality of education for resident pupils by grade level, by school, or in the district in the aggregate.”
 - a. Approval would result in exceeding limits of:
 - i. Building construction standards pursuant to Title 50, Chapter 60, MCA
 - ii. Capacity and ingress and egress elements, either by individual room or school building, of any fire code authorized by Title 50, Chapter 3; or
 - iii. Evacuation elements of the school’s adopted safety plan
 - b. The approval would impede meeting goals, standards, or objectives of quality education adopted by the Board in the District’s Strategic Plan or plans for continuous improvement.
 - c. The approval would risk jeopardizing the education quality adopted by the Board in the Strategic Plan or plan for continuous improvement because the nonresident child who is applying was:
 - i. Truant as defined in Section 20-5-106, MCA, in the last district attended;
 - ii. Expelled by another school district at any time; or
 - iii. Suspended in another school district in any of the 3 school fiscal years preceding the school fiscal year for which attendance is requested. This section does not apply to a student who is eligible for special education or related services.
4. One of the list areas of circumstances that would justify not approving an application is, “the approval would impede meeting goals, standards, or objectives of quality that the trustees have previously adopted in a plan for continuous improvement required under rules adopted by the Board of Public Education.”
5. Gallatin Gateway School uses the Strategic Plan process and document to articulate the mission, vision, values, and goals of the district.

Guidance Documents

Policy 3141

Nonresident Student Enrollment

For the purposes of this policy, except as provided in Section 20-9-707, MCA, a student's district of residence must be determined on the basis of the provisions of Section 1-1-215, MCA.

Mandatory Nonresident Enrollment for Extenuating Circumstances

The District shall enroll a student who resides outside of the District whenever the extenuating circumstances listed in Section 20-5-321, MCA, exist.

Applying for Nonresident Enrollment with No Extenuating Circumstances

Whenever the extenuating circumstances listed in Section 20-5-321, MCA do not exist and mandatory enrollment of a student who resides outside the District is not required, the District may enroll the nonresident student at the request of the student's parent or guardian as specified in this policy. The District shall serve children who are residents of the district and nonresident children seeking mandatory enrollment for extenuating circumstances prior to enrolling nonresidents students seeking to apply when extenuating circumstances do not exist.

Every nonresident student who seeks to enroll in the District shall apply for admission for the succeeding school year by **APRIL 15**. All applications shall be submitted using the form found at gallatingatewayschool.com. Policy 3141F as developed by the Superintendent of Public Instruction. For planning purposes, late applications may not be considered. Nonresident students shall reapply for admission each school year. Admission in one school year does not infer or guarantee admission in subsequent years. Each application shall be assigned a unique number distinct from a student identification number that does not disclose a student's personally identifiable information consistent with Policy 3600. Within 10 days of the initial application for an attendance, the District shall notify the parent or guardian of the child and district of residence involved in the out-of-district attendance agreement of application the anticipated date for approval or disapproval of the agreement application.

The Board of Trustees authorizes the District Administrator to review the applications for nonresident enrollment consistent with his policy and Section 20-5-320, MCA. Not more than 30 days following the application deadline, the District Administrator shall submit a list of students to the Board of Trustees who are recommended for enrollment. The Board of Trustees shall make the decision to approve or deny requests for nonresident enrollment during a meeting of the Board. Each application shall be considered during a closed session consistent with Policy 1400 after giving prior notice to the parents that their application will be considered

by the Board of Trustees in a closed session of the Board. Any motion on an application shall be made referring to the distinct application number.

In reviewing and determining whether to approve an application for attendance by a nonresident child, the District Administrator shall recommend for approval and Board of Trustees shall approve the application unless the Board of Trustees find that the impact of approval of the application will negatively impact the quality of education for resident pupils by grade level, by school, or in the District in the aggregate in one or more of the following ways:

1. The approval would result in exceeding limits of:
 - A. building construction standards pursuant to Title 50, chapter 60, MCA;
 - B. capacity and ingress and egress elements, either by individual room or by school building, of any fire code authorized by Title 50, chapter 3; or
 - C. evacuation elements of the district's adopted school safety plan.

The Board authorizes the District Administrator to coordinate with the local fire marshal, law enforcement, health department, and first responders when developing standards under this Subsection 1. Findings shall be adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610.

2. The approval would impede meeting goals, standards, or objectives of quality education adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610.

3. The approval would risk jeopardizing the educational quality adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610 because the nonresident child who is applying was:

- A. truant as defined in Section 20-5-106, MCA, in the last school district attended;
- B. expelled by another school district at any time; or
- C. suspended in another school district in any of the 3 school fiscal years preceding the school fiscal year for which attendance is requested. This Subsection C does not apply to a student who is eligible for special education or related services.

Review and consideration of applications and the records of applicants as well as decisions regarding admission cannot be inconsistent with District policies regarding nondiscrimination. In the event the District receives more applications than the District can accommodate, the District shall prioritize applications on the basis of the quality of education for students who are residents of the district of attendance and the obligations of resident taxpayers. This priority

may include applications from children of District employees as well as children with siblings who have previously enrolled in the District as nonresident students. This priority is specifically established and shall be implemented on a rational basis to provide a quality education to students enrolled in the District.

Within 10 days of approval or disapproval of an application for non-resident enrollment, District shall provide copies of the approved or disapproved attendance agreement application to the parent or guardian and to the district of residence. In the case of a disapproval, the District shall provide the specific allowable reason for the disapproval consistent with this policy and supporting documentation.

For an approved application and out-of-district attendance agreement application the District shall provide a copy of the completed agreement to the county superintendent of schools of the county of residence, county superintendent of schools of the county of attendance, and the Superintendent of Public Instruction. Whenever a student enrolls in and attends a school outside of the student's district of residence under the provisions of this policy, by July 15 following the 6 year of attendance, the district of attendance shall notify the district of residence of an obligation 7 under Section 20-5-323, MCA.

If an out-of-district attendance agreement application is disapproved or no action is taken, the parent or guardian may appeal the disapproval or lack of action in accordance with Montana law.

Unless otherwise agreed by the district of residence and the district of attendance, the family of a nonresident child whose application for attendance has been approved is responsible for transportation of the child and the child is not an eligible transportee as defined in Section 20-10-15 101, MCA. The district of attendance may discretionarily provide transportation pursuant to Section 20-10-122, MCA.

Section 20-5321, MCA

Montana Code Annotated 2023

TITLE 20. EDUCATION

CHAPTER 5. PUPILS

Part 3. Attendance Outside School District

Attendance With Mandatory Approval -- Tuition And Transportation

20-5-321. (Temporary) Attendance with mandatory approval -- tuition and transportation. (1) An out-of-district attendance agreement that allows a child to enroll in and attend a school in a Montana school district that is outside of the child's district of residence or in a public school district of a state or province that is adjacent to the county of the child's residence is mandatory whenever:

(a) the child resides closer to the school that the child wishes to attend and more than 3 miles from the school the child would attend in the resident district and the resident district does not provide transportation;

(b) (i) the child resides in a location where, because of geographic conditions between the child's home and the school that the child would attend within the district of residence, it is impractical to attend school in the district of residence, as determined by the county transportation committee based on the following criteria:

(A) the length of time that is in excess of the 1-hour limit for each bus trip for an elementary child as authorized under **20-10-121**;

(B) whether distance traveled is greater than 40 miles one way from the child's home to school on a dirt road or greater than a total of 60 miles one way from the child's home to school in the district of residence over the shortest passable route; or

(C) whether the condition of the road or existence of a geographic barrier, such as a river or mountain pass, causes a hazard that prohibits safe travel between the home and school.

(ii) The decision of the county transportation committee is subject to appeal to the superintendent of public instruction, as provided in **20-3-107**, but the decision must be considered as final for the purpose of the payment of tuition under **20-5-324(5)(a)(ii)** until a decision is issued by the superintendent of public instruction. The superintendent of public instruction may review and rule upon a decision of the county transportation committee without an appeal being filed.

(c) (i) the child is a member of a family that is required to send another child outside of the elementary district to attend high school and the child of elementary age may more conveniently attend an elementary school where the high school is located, provided that the child resides more than 3 miles from an elementary school in the resident district or that the parent is required to move to the elementary district where the high school is located to enroll another child in high school. A child enrolled in an elementary school pursuant to this subsection (1)(c)(i) may continue to attend the elementary school after the other child has left the high school.

(ii) the child is a member of a family that is required to send another child outside of the high school district to attend elementary school and the child of high school age may more conveniently attend a high school where the elementary school is located, provided that the child resides more than 3 miles from a high school in the resident district or that the parent is required to move to the high school district where the elementary school is located to enroll another child in elementary school. A child enrolled in a high school pursuant to this subsection (1)(c)(ii) may continue to attend the high school after the other child has left the elementary school.

(d) the child is under the protective care of a state agency or has been adjudicated to be a youth in need of intervention or a delinquent youth, as defined in **41-5-103**; or

(e) the child is required to attend school outside of the district of residence as the result of a placement in foster care or a group home licensed by the state.

(2) (a) Whenever a parent or guardian of a child, an agency of the state, or a court wishes to have a child attend a school under the provisions of this section, the parent or guardian, agency, or court shall complete an out-of-district attendance agreement in consultation with an appropriate official of the district that the child will attend.

(b) The attendance agreement must set forth the financial obligations, if any, for costs incurred for tuition and transportation as provided in **20-5-323** and Title 20, chapter 10.

(c) (i) The trustees of the district of choice may waive any or all of the tuition rate. The trustees of the district of choice may waive the tuition for all students whose tuition is required to be paid by one type of entity and may charge tuition for all students whose tuition is required to be paid by another type of entity. However, any waiver of tuition must be applied equally to all students whose tuition is paid by the same type of entity.

(ii) As used in this subsection (2)(c), "entity" includes:

(A) except as provided in subsection (2)(c)(ii)(B), a parent or guardian of a student who is a nonresident of the district of choice;

(B) a parent or guardian of a student who lives in a location where one unified school system as provided in **20-6-312** is the district of residence for grades K-8 and another unified school system as provided in **20-6-312** is the district of residence for grades 9-12;

(C) the trustees of the district of residence; and

(D) a state agency.

(3) Except as provided in subsection (4), the trustees of the resident district and the trustees of the district of attendance shall approve the out-of-district attendance agreement. The trustees of the district of attendance shall:

(a) notify the county superintendent of schools of the county of the child's residence of the approval of the agreement within 10 days; and

(b) submit the agreement for a student attending under the provisions of subsection (1)(d) or (1)(e) to the superintendent of public instruction for approval for payment under **20-5-324**.

(4) Unless the child is a child with a disability who resides in the district, the trustees of the district where the school to be attended is located may disapprove an out-of-district attendance agreement whenever they find that, because of insufficient room and overcrowding, the accreditation of the school would be adversely affected by the acceptance of the child.

20-5-321. (Effective July 1, 2024) Attendance with mandatory approval -- tuition and transportation. (1) An out-of-district attendance agreement that allows a child to enroll in and attend a school in a Montana school district that is outside of the child's district of residence or in a public school district of a state or province that is adjacent to the county of the child's residence is mandatory whenever any of the following extenuating circumstances exist:

(a) the child resides closer to the school that the child wishes to attend and more than 3 miles from the school the child would attend in the resident district and the resident district does not provide transportation;

(b) (i) the child resides in a location where, because of geographic conditions between the child's home and the school that the child would attend within the district of residence, it is impractical to attend school in the district of residence, as determined by the county transportation committee based on the following criteria:

(A) the length of time that is in excess of the 1-hour limit for each bus trip for an elementary child as authorized under **20-10-121**;

(B) whether distance traveled is greater than 40 miles one way from the child's home to school on a dirt road or greater than a total of 60 miles one way from the child's home to school in the district of residence over the shortest passable route; or

(C) whether the condition of the road or existence of a geographic barrier, such as a river or mountain pass, causes a hazard that prohibits safe travel between the home and school.

(ii) The decision of the county transportation committee is subject to appeal to the superintendent of public instruction, as provided in **20-3-107**, but the decision must be considered as final for the purpose of the payment of tuition under **20-5-324(4)(a)(ii)** until a decision is issued by the superintendent of public instruction. The superintendent of public instruction may review and rule on a decision of the county transportation committee without an appeal being filed.

(c) (i) the child is a member of a family that is required to send another child outside of the elementary district to attend high school and the child of elementary age may more conveniently attend an elementary school where the high school is located, provided that the child resides more than 3 miles from an elementary school in the resident district or that the parent is required to move to the elementary district where the high school is located to enroll another child in high school. A child enrolled in an elementary school pursuant to this subsection (1)(c)(i) may continue to attend the elementary school after the other child has left the high school.

(ii) the child is a member of a family that is required to send another child outside of the high school district to attend elementary school and the child of high school age may more conveniently attend a high school where the elementary school is located, provided that the child resides more than 3 miles from a high school in the resident district or that the parent is required to move to the high school district where the elementary school is located to enroll another child in elementary school. A child enrolled in a high school pursuant to this subsection (1)(c)(ii) may continue to attend the high school after the other child has left the elementary school.

(d) the child is under the protective care of a state agency or has been adjudicated to be a youth in need of intervention or a delinquent youth, as defined in **41-5-103**; or

(e) the child is required to attend school outside of the district of residence as the result of a placement in foster care or a group home licensed by the state.

(2) (a) Whenever a parent or guardian of a child, an agency of the state, or a court wishes to have a child attend a school under the provisions of this section, the parent or guardian, agency, or court shall complete an out-of-district attendance agreement in consultation with an appropriate official of the district that the child will attend.

(b) The attendance agreement must set forth the financial obligations, if any, for costs incurred for transportation as provided in **20-5-323** and Title 20, chapter 10.

(3) Except as provided in subsection (4), the trustees of the resident district and the trustees of the district of attendance shall approve the out-of-district attendance agreement. The trustees of the district of attendance shall:

(a) notify the county superintendent of schools of the county of the child's residence of the approval of the agreement within 10 days; and

(b) submit the agreement for a student attending under the provisions of subsection (1)(d) or (1)(e) to the superintendent of public instruction for approval for payment under **20-5-324**.

(4) Unless the child is a child with a disability who resides in the district, the trustees of the district where the school to be attended is located may disapprove an out-of-district attendance agreement whenever they find that, because of insufficient room and overcrowding, the accreditation of the school would be adversely affected by the acceptance of the child.

3. Recommended Timeline:

Deadline for Open Enrollment forms - April 15 of each year

Parent/District of Residence notification - May 1 of each year

Governing Board Open Enrollment Considerations - April meeting each year

Parent Notification - within 10 days of the Governing Board meeting each year

Approval: within 10 days of Governing Board approval

Disapproval: within 10 days of Governing Board disapproval with reasons stated for denial of enrollment.

Authorities Notification: The district shall provide a copy of the completed agreement to the county superintendent of the students residence, county superintendent of the county of attendance, and the Superintendent of Public Instruction, AND notify the district of residence of any financial obligation under section 20-5-323, MCA, by July 15.

Class Size Expectations from 10.55.712

10.55.712 CLASS SIZE: ELEMENTARY

(1) In single grade rooms, the maximum class size shall be:

(a) no more than 20 students in kindergarten and grades 1 and 2;

(b) no more than 28 students in grades 3 and 4;

(c) no more than 30 students in grades 5 through 8.

(2) In multigrade classrooms, the maximum class size shall be:

(a) no more than 20 students in grades K, 1, 2, and 3;

(b) no more than 24 students in grades 4, 5, and 6;

(c) no more than 26 students in grades 7 and 8.

(3) Multigrade classrooms that cross grade level boundaries (e.g., 3-4, 6-7) shall use the maximum of the lower grade.

- (4) In one-teacher schools, the maximum class size shall be 18 students.
- (5) The school district must assign qualified human resources that comply with all fingerprint and background check requirements when exceeding maximum class sizes at a rate of 1 1/2 hours per day, per student overload.
- (6) An overload of five students per classroom is considered excessive.

Current GGS Enrollment vs Standards

Grade	10.55.712	23-24 Enrollment	Current Out of District Numbers	24-25 Projections	Open Enrollment Allowables
Pre-K	10	0	0	10	0
K	20	22	4	12	8***
1	20	16	5	22	0***
2	20	14	0	15	5
3	28	17	3	12	16
4	28	10	2	14	14
5	30	13	2	9	21
6	30	16	4	13	17
7	30	15	2	18	12
8	30	14	2	17	14

***These numbers are calculated for one kindergarten and one first grade classroom for the 2024-2025 school year.

Strategic Plan Guidance Document

Background

The Gallatin Gateway School has created a new direction for the school district to strategically focus its resources on identified wants, preferences, and needs of its community. As part of this process, the District has begun a strategic planning and thinking process that will lead to a stronger and more vital school district. This process will be ongoing as the District moves into the future. This strategic plan is intended to help the District in focusing its resources in a manner that will best benefit the children enrolled in the District.

The Gallatin Gateway Board of Trustees and staff began the strategic planning and thinking process necessary to fit with its commitment to children, to community engagement and to knowledge-based decision-making processes.

Core Purpose - embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

Core Values

- Individualized Success – We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student’s individual success.
- Student-Centered – The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.
- Sense of Community – We believe that engagement with and respect for our community is vital to our success.
- Accountability – We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.
- Culture of Collaboration and Support – We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

Goal Areas

Goal Area 1: Individual Student Success

Statement of Intended Outcome, Five years: We have successfully enhanced our expectations of students, the exposure of our students to learning opportunities, and our individualized approach to education. As a result, our students are literate and enthused about their education, are enjoying their experiences, and are thriving.

Goal Area 2: Facilities

Statement of Intended Outcome, Five Years: We have successfully integrated environmentally friendly initiatives into our school and enhanced the current and future use and efficiency of our facilities to ensure that our school meets the contemporary needs of our students, staff and the community we serve.

Goal Area 3: Staff and Volunteers

Statement of Intended Outcome, Five years: Our staff are highly valued and supported and because of our positive work environment, our staff flourish in their respective positions. Our staff, with our volunteers, collaborate in a cohesive manner that fully supports the individual needs of our students. Our staff and volunteers have positively impacted each student enrolled in our school.

Goal Area 4: Leadership, Communication and Collaboration

Statement of Intended Outcome, Five Years: Leadership roles have been articulated and enhanced resulting in quality and effective communications and collaboration with parents, staff and the community. Through our efforts, we now operate in a cohesive manner that has significantly improved our District operations, programs and services and enhanced individual student success.

Goal Area 5: Safety

Statement of Intended Outcome, Five Years: We have enhanced the safety and security of our facilities to minimize the risk and harm to our students and staff in the event of a safety or security breach. We have effectively enhanced our emotional support services for students.

For more information on Gallatin Gateway Schools' Strategic Plan navigate to our website.

HB203 - Open Enrollment Guidance

This guidance document is specifically designed to guide district decision-making regarding HB203 (Open Enrollment) that was passed during the 2023 legislative session. The philosophy and approach expressed below is to ensure that mandatory implementation of the open enrollment legislation within Gallatin Gateway Schools is in alignment with and supportive of the District's Strategic Plan, particularly the key components articulated on page one of this document.

Open Enrollment Philosophy and Approach Statements:

- The District is neither supportive of nor opposed to open enrollment as a concept. The legislation was passed during the 2023 session and GGS will implement the legislation as required by Montana law.
- The District's core purpose applies to all enrolled students regardless of a student's District of residence. All Means All and the District commitments articulated in Policy #3610 - Student Success, extends to all students enrolled in Gallatin Gateway Schools.

- The District operates most efficiently (maximizing resources for all students) when school sites maximize the use of available classrooms.
- The District will manage open enrollment to help bring available classrooms into use with the following parameters:
 - Class sizes articulated in MT Accreditation Standards will guide classroom capacity in grades K-8.
 - Staffing (Recruitment/Retention) may impact the District's ability to open all available classrooms.
 - The District shall ensure appropriate classroom space is set aside and designated for Special Education, Intervention/Extension, Counseling/Mental Health, and expected/projected K-8 resident student growth.
- District policy and procedures for open enrollment shall be constructed in a fashion to:
 - Aid the District in timelines to establish who is leaving and who is coming as early as possible in the winter/spring enrollment process.
 - Prioritize in-district students in timelines and process, and then consider out-of-district requests for attendance.
 - Prioritize applications from students whose parents are at least .75 FTE employees of the District.
 - Prioritize applications of students with siblings who are currently enrolled in the District as nonresident students.
- The District recognizes that the tuition structures in place via the open enrollment system established in HB203 do not fully account for the resident taxpayer costs associated with funding Gallatin Gateway Schools. As such, the District may also prioritize applications based upon the anticipated obligations of resident taxpayers.

Required forms and information

Parent Checklist

Parents should complete and submit the following information:

- Form [FP-14.1](#)
- Previous school information - where and dates for two school years
- Previous school attendance records for two years
- Previous school disciplinary records for two years

Application Process

- All nonresident students, K-12, seeking enrollment must submit an application for admission for the succeeding school year by April 15.
- Applications of interest should be submitted to the Superintendent's Office.
 - The application must also include a copy of attendance and behavioral records for the last two years from current or previous school and an [FP-14 Form](#) from the Office of Public Instruction. Parents/Guardians should complete Section 1 of the form only.
 - Incomplete applications will not be considered.
 - Each application will be assigned a random and confidential non-identifying number to keep the student's name private.
 - Not more than 30 days following the application deadline, the Superintendent submits a list of applications to the Board of Trustees with recommendations.
 - Upon receipt of a complete application the district has 10 days to notify the parent or guardian of their confidential application number and date of review by the Board of Trustees.
 - Families who have complete applications will be notified the Friday prior to the Board Meeting via email notifying them of the recommendation for approval/disapproval of their child's application. Families of applicants who are recommended for waitlist or disapproval may choose to discuss their child's application in a closed executive session of the board.
- Nonresident students currently enrolled in the Gallatin Gateway School District must complete an application each school year, for the succeeding year, by April 15.
- Acceptance is not guaranteed and decisions will be made in accordance with Policy 3141 and Section 20-3-320, MCA.

Approval Requirements

Student Name: _____

Parents Names: _____

Address: _____

Grade Level: _____

School Year: 20__20__

- Form [FP-14.1](#) received from parents/guardians with section I complete and signed
- Space/staffing: is space available in the program or at the campus, growth rate of the campus, or requires employment of additional staff
- Academics: student did not/is not passing their classes
- Attendance: student has incurred 5 or more unexcused absences. has incurred excused absences equal to or greater than 5% of the total days during which a student has been enrolled, or Tardies - student has incurred excessive unexcused tardies defined as: late on 5 or more days
- Discipline: the student has been suspended or expelled has 2 or more discipline referrals wishes to avoid disciplinary action at his/her current school
- Falsification of information on school documents
- Denial of a previous transfer
- Any other condition the Superintendent deems necessary or appropriate

- Approved, Start Date _____

- Denied _____
 - Reason for denial: _____

Superintendent Signature: _____

Attendance Agreement

I, _____ will abide by the following provisions and have truthfully informed the District of my record from my previous school.

1. I will maintain passing grades in all subject areas for each semester.
2. I will follow the attendance policy outlined in the Student Handbook.
3. I will follow all classroom and school rules and regulations regarding student behavior and discipline. I understand any major infraction outlined in the Student Handbook may result in the termination of my enrollment at Gallatin Gateway Schools.
4. I will be responsible for my own transportation to and from school.
5. I have truthfully informed the district of my:
 - A. Discipline Record _____
 - B. Attendance Record _____
 - C. Behavior Record _____

Failure to meet any of the above requirements or providing inaccurate information may terminate the privilege of attending Gallatin Gateway School.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____