



Melstone Public Schools
PO Box 97, 5 - 6th Ave N
Melstone, MT 59054
Phone: (406) 358-2352
Fax: (406) 358-2346

Enrollment Guidelines

Melstone Public School Requires a Minimum of 48 hours in session week day notice to process all the following documentation. Missing documentation may result in delayed or denied student enrollment. Students may not be allowed to start class until all required documents have been received or confirmed in transit (if applicable).

New Student:

- 1. Fill out enrollment form:** **will be linked on August 3rd, 2026*
 - a. Or go to the school website, melstonepublicschools.org, and click “Enrollment” in the top righthand corner.
- 2. Provide a copy of the student's birth certificate.**
 - a. The prior school should provide this document.
 - b. Confirm with prior school that this document will be sent. If not, please provide a copy to the Melstone School Office.
- 3. Provide copy of immunization records and/or a religious exemption**
 - a. The prior school should provide these documents
 - b. Confirm with prior school that this document will be sent. If not, please provide a copy to the Melstone School Office.
- 4. Fill out and sign a Student Records Request.**
 - a. This document can be obtained from the Melstone School Office.
 - b. This document will be sent to the prior school to release prior student records to Melstone School.
- 5. For grades 7-12, the guardian and new student must discuss class schedule with the Head Teacher prior to the first day of class.**
 - a. The Head Teacher will review graduation requirements and review what classes the student will need to meet those requirements.



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If Applicable:

1. Living Out of District:

- a. Fill out the [Out of District Student Attendance Agreement](#)
- b. Helpful References:
 - i. [MT State Map for District Boundaries](#)
- c. Pupil Transportation
 - i. Under Montana Code Annotated Title 20 Chapter 10 Part 1, Montana school districts may provide individual transportation payments to parents or guardians in limited circumstances when a student is not served by an established bus route. These payments are not universally available; rather, a student must first meet the state's definition of transportation eligibility, which generally requires that the student resides more than 3 miles from the nearest appropriate school. This threshold ensures that state transportation funding is reserved for students with significant travel distances, particularly in rural areas. When this criterion is met and the district determines that extending or operating a bus route is not practical or cost-effective, the district may enter into an approved transportation agreement with the parent or guardian.

2. Students with IEPs: IEP records must be provided to Melstone Public Schools prior to the student's first day of school. This documentation should be provided with the completion of the Student Record's Request.

- a. This documentation may take additional time to process. All IEPs and SPED requirements must be reviewed and processed by the Melstone School SPED Aide and/or the Central Montana Learning Resource Center Cooperative Special Education Coordinator.