



# Request to Open a New School

## School Information

District Name \_\_\_\_\_

New School Name \_\_\_\_\_

Please indicate school type  New Public Charter School under an Existing Local School Board  
 New Public Charter District

Elementary

Middle

Grade level  Junior High

Junior High School within a High School

High School

## Contact Information

Authorized Representative \_\_\_\_\_

Position \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

County Superintendent \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Please check box to confirm that County Superintendent has been made aware of Public Charter School or District proceedings

## Documentation Required

Please follow the Opening of Schools statutes as outlined in [Title 10, Chapter 6, Part 5, MCA](#). Note there are separate statutes for school types. Please review the statute which aligns with your school: [Elementary School](#), [High School](#), [Junior High School](#), and [Junior High School When High School District Operates A County High School](#). Follow the Steps in Document Submission to send files securely.

For all **BPE Approved Public Charter** applications, please include the following items:

*To open a **Public Charter School** in accordance with [20-6-8, MCA](#), after completing the Board of Public Education application and approval process, this document must be completed by the requesting entity and submitted to the Office of Public Instruction ("OPI") with all related documents required. See checklist below.*



- Letter of Intent on School Letterhead, signed by authorized representative
- Completed Board of Public Education Public Charter School Application
- Local school board letter of approval
- Board of Public Education approval and contract

**New School Districts** only, complete the following:

- Special Education Requirements

Position	Staff Name or Contractor	License or Contract Number
Special Education Director		
Special Education teacher(s)		
School Psychologist		
Speech/Language Pathologist		
Occupational Therapist		
Physical Therapist		

## Submission of Documents

Files must be remitted via the secure File Transfer Service.

1. Go to <https://transfer.mt.gov>. You will have to register if you have not already.
2. Select "Send a New File"
3. Upload the file(s) you wish to send. Please ensure all required documents listed above are included, as well as this Request form.
4. Select "Continue"
5. Select the recipient option "State Employee or login.mt.gov Customer" under the *General* box
6. Complete the recipient information. Please send these documents to School Finance Research Analyst Enly Kovis at [enly.kovis2@mt.gov](mailto:enly.kovis2@mt.gov).
7. Input a brief message which details the file information. This can simply be your school's name and "Application Documents".
8. Select "Send"
9. Send a confirmation email to [OPISchoolFinance@mt.gov](mailto:OPISchoolFinance@mt.gov) to inform OPI that the submission is complete.

## Authorized Representative Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date