



Request for Exception to the Authorized Representative (AR) Includes School Districts, Special Education Cooperatives, and Community-Based Organizations

I. **Authorized Representative (AR) of a School District** – The Board of Trustees has the authority to act on behalf of the school district. The authorized representative (AR) of the school district receiving federal and/or state grants is:

- The school district superintendent (by default).
- The principal, if there is no school district superintendent.
- The county superintendent, if there is no school district superintendent or principal.

NOTE: If a new person is hired into one of the positions listed above in which the person leaving was the AR or was an exception to the AR (see III. Exception to the AR below) email centralupdates@mt.gov.

II. **Authorized Representative of a Subgrantee that is not a School District** – The chairperson of the managing board or committee of the subgrantee organization is assumed to be the authorized representative, unless the board designates an alternative by submitting this form to the OPI. Such organization include but are not limited to:

- For-profit community-based organizations.
- Nonprofit community-based organizations.
- Faith-based organizations.
- Tribal colleges or tribal governments.
- A unit of the university system.

III. **Exception to the AR** – Although the AR role is presumed to follow the rules above, the trustees may request an exception to the rule in order to designate the board chair, another board member, or employee in the role of AR for the board. *Minutes relative to this action must accompany this form in this instance.* The designee will act legally on behalf of the trustees as the sub-recipient of federal and state grants. All related correspondence to the local education agency will flow through the designee.

The designee assignment and position will remain in effect until the OPI receives notice of a change (See **NOTE** above).

The Role of the AR is explained in section 700-1 of the State and Federal Grants Handbook: [700 Specialized Duties of Recipients](#).

Submit the Form – The Board Chairman may submit the form and the board minutes by email at centralupdates@mt.gov or by mail at Office of Public Instruction, Attn: Amanda Zigan, PO Box 202501, Helena, MT 59620-2501.

Contact Information -If you have questions regarding this form, please contact Amanda Zigan at 406-444-3096 or Amanda.Zigan@mt.gov.

School/Organization Name

Date

New Designee Name Printed

Position

Designee Phone

Designee Email Address

Attach the official meeting minutes from the Board of Trustees authorizing the AR representative change for the district or organization.

Board Chair Approval – With my signature below, I certify the accuracy of the information submitted on this form.

Board Chair Signature

Date

Printed Chair Name

OPI Use Only

☐ Approved

☐ Disapproved

OPI Fiscal Services Division Administrator Signature

Date