

FREDERICK COUNTY PUBLIC SCHOOLS
OUT OF DISTRICT (ATTENDANCE) AREA APPLICATION
IN ACCORDANCE WITH REGULATION 400-15

Send completed form to the Department of Student Services, via mail: 1501 N. Market Street, Frederick, MD 21701;
via fax: 240-236-8867 or via email: outofdistrict@fcps.org If you have any questions please call: 240-236-8869.

Name of Student _____ Date of Birth _____

Request is for the school year 20 - 20 Grade _____ (For PRE-K contact Early Education Office 240-696-6984)

Name of Parent/Guardian _____

Address: _____

Phone Numbers _____

Home

Mother's Work

Father's Work

Cell

Email Address

Name of most recent school attended: _____

Name of school which student should attend (from your address): _____

Name of school to which the transfer is requested: _____

Refer to FCPS Regulation 400-15 for approved reasons for transfer. To be approved for out-of-district transfer to an open school, students must meet one of the established reasons. If there is willful misrepresentation of information, approval will be denied or revoked, and the child will be assigned to his/her home district school. (Check appropriate reason below.)

Accepted in the _____ academy program at _____ High School (include copy of acceptance letter)

K thru 5th ONLY - Child care is provided by (complete only if childcare provider is someone other than parent/guardian):

Provider name _____ Phone: _____

Address _____
Street Address City Zip Code

FOR OFFICE USE ONLY Verified on: _____

I am a benefited employee of Frederick County Public Schools at _____ School/Office

FOR OFFICE USE ONLY Verified on: _____

Other -Give specific reasons as to why this transfer is requested (see FCPS Reg. No. 400-15): _____

(Continue on another sheet)

Note: If transfer is granted, applicant must provide needed transportation and current proof of residency.

EXCEPTIONS for transportation:

If the transfer is granted, FCPS will provide transportation under these circumstances:

- Transportation will only be provided to/from daycare providers within the school district.
- Students assigned by FCPS to a school other than the student's home school will receive school transportation.

Otherwise, it is the responsibility of the parent/guardian to provide transportation for the student(s) to the approved out-of-district school.

I have read and understand these conditions and Regulation 400-15: _____
Parent/Guardian Signature Date

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APPROVED Reason # _____ **DENIED** PPW _____ Date: _____

Comments: _____