

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

Name of student: _____ Date of Birth: _____

Request is for the school year **20**__ - **20**__ Grade _____ (For PRE-K contact your zone school Elementary Director)

Name of Parent/Guardian: _____

Address: _____

Phone Numbers: _____

Home

Mother's Work

Father's Work

Cell

E-Mail 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: _____

Please refer to the reverse side 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)

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 back of application): _____

(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.

Parent/Guardian signature

Date

FOR OFFICE USE ONLY:

Approved Denied Date: _____ Reason No: _____ PPW _____

Comments: _____

APPLICATION TO ENROLL A STUDENT IN A SCHOOL OUTSIDE OF HIS/HER ATTENDANCE AREA

The Public School laws of Maryland give the Board of Education the responsibility for establishing school districts and determining which students shall be admitted to the public school within that district (Regulation 400-15).

- A. The Department of Student Services receives requests for student transfers to schools outside of the student's home attendance district. These written requests from parents or guardians may be granted, for non-restricted schools only, if one or more of the following conditions exist.
- The student must:
1. Be applying for admission to a program which is not available in the home district school. The receiving school must approve this request before a transfer is granted.
 2. Be in a situation where the K-8 student must go to school from or return after school to a home other than the student's own because no parent can be at home and there would be no responsible adult in the child's home to either send or receive the student from school. The name and address of the adult providing this care must be recorded on the application. The daycare provider must reside or be located in the requested district. **Except for those daycare facilities on Ft. Detrick military base serving the Department of Defense, out-of-district transfers are not allowed in any school which has been designated as restricted due to overcrowded conditions. Other exceptions may be granted only by the Superintendent or his/her designee.**
 3. Be recommended for transfer by the Department of Student Services.
 4. Be a member of a family with specific bona fide plans to move into the school district during the current school year. (Verification Required.)
 5. Be a ninth, tenth, eleventh or twelfth grade student who wishes to complete schooling where the student has attended and completed the eighth, ninth, tenth, or eleventh grades respectively. (This option does not apply to students subject to board-approved redistricting.)
 6. Have appropriate psychiatric or psychological recommendations to transfer.
 7. Have completed the first two (2) quarters of the school year if a request is to be considered to complete that school year because the student has moved to another school district.
 8. Has been granted an exception and completes elementary or middle school in the out-of-district feeder, the student has the option of attending the home district school or the middle or high school serving the current out-of-district school. The superintendent or his designee may deny the exception under extraordinary over-capacity circumstances. (This option does not apply to students subject to board-approved redistricting.)
 9. Children of benefited employees of Frederick County Public Schools will be allowed to attend the school that their parent/guardian is employed or in the school closest to his/her employment based on the child's grade level. If the employee is not assigned to a school, the child may attend the school closest to the employee's main place of work. Only the superintendent or his designee may deny the request of an employee.
- B. Transferring for the purpose of participating in athletics is not a legitimate reason to request a transfer.
- C. After the receipt of the "Application to Enroll a Student in a School Outside of His/Her Attendance Area," the pupil personnel worker assigned to the school that the student currently attends and/or should attend by virtue of residence will process the request and notify, in writing, the parents and the schools involved of the decision.
- D. If the transfer is approved, the parent/student must provide his/her own transportation unless otherwise prescribed by law.
- E. Once an out-of-district application has been approved for a specific school, a new application will only need to be resubmitted for approval when the student transitions from pre-kindergarten to elementary, elementary to middle and from middle to high school or the reason for transfer changes.
- F. Students who are granted out-of-district status and do not comply with school rules and regulations (Regulation 400-8) may have their out-of-district status rescinded or denied for the following year. The pupil personnel worker will make this decision.