

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\_\_ and Grade \_\_\_\_\_

Address: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_  
Home Mother's Work Father's Work  
Cell

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.*

Give specific reasons as to why this transfer is requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (continue on another sheet)

Because before and/or after school care is needed on a regular basis, care is provided by:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City Zip Code

**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.
- Siblings of students enrolled in Special Education programs, who are approved for transfer to sibling's assigned school, will receive FCPS transportation.
- 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 their student(s) to the approved out-of-district school.*

I have read and understand these conditions. \_\_\_\_\_  
Parent/Guardian signature

Parent/Guardian signature  
5223, 644-5242 Phones

FREDERICK COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF STUDENT SERVICES  
7516 Hayward Road  
Frederick, MD 21702

Date of Application (301) 644-  
(301) 644-5246 FAX

## APPLICATION TO ENROLL STUDENT IN 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.
  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. Be attending a Title I school identified by the Maryland State Board of Education as eligible for the transfer option.
- B. Children of employees of Frederick County Public Schools will be allowed to attend the school to which their parent/guardian is employed or in the school closest to their place of employment. If the employee is not assigned to a school, the student 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.
- C. 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 designee.
- D. Transferring for the purpose of participating in athletics is not a legitimate reason to request a transfer.
- E. After the receipt of the "Application to Enroll Student in School Outside of His Attendance Area," the pupil personnel worker assigned to the school which 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.
- F. If the transfer is approved, the parent/student must provide their own transportation unless otherwise prescribed by law.
- G. When a student 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.)
- H. Once an out-of-district application has been approved for a specific school, it will only have to be renewed when the student transitions from pre-kindergarten to elementary, elementary to middle school and from middle school to high school or the reason for transfer changes. Students wishing to transfer between pre-kindergarten, elementary, middle or high school, must apply for each transfer.
- I. The Supervisor of Student Services will provide each principal a current list of students on out-of-district status each September. The principal will update the list and return it to the Supervisor of Student Services.
- J. 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.