

SPECIAL PERMISSION TRANSFER END-OF-YEAR WITHDRAWAL LETTER

PS 517, L2

SCHOOL LETTERHEAD

[DATE MAILED]
[NAME AND ADDRESS OF PARENT/GUARDIAN]
[CITY, STATE ZIP CODE]

Re: [NAME OF STUDENT]
Date of Birth:

Dear [NAME OF PARENT/GUARDIAN]:

According to our records, [NAME OF STUDENT], was approved for enrollment in [NAME OF SCHOOL], a Baltimore County Public School, as a special permission transfer student for the remainder of the 20__ -20__ school year only. This approval was granted in accordance with Board of Education Policy and Superintendent's Rule 5140, *STUDENTS: Enrollment and Attendance* because you moved during the school year to another Baltimore County Public School attendance area. Copies of Policy and Rule 5140 are enclosed for your review. Please be advised that this approval expires at the end of the school year, and NAME OF STUDENT] will be withdrawn as of [DATE OF LAST DAY OF SCHOOL].

Should you wish to apply for a special permission transfer for the 20__-20__ school year, please be aware that, in accordance with Rule 5140, transfer requests must be submitted between April 1 and June 1 unless one of the following conditions exists:

- a. The student is a new resident of Baltimore County.
- b. There is an emergency or event that could not have been foreseen.
- c. Information relevant to the transfer request was not available between April 1 and June 1.

Please return all school property, including textbooks and instructional materials, and collect all personal belongings prior to [DATE OF LAST DAY OF SCHOOL]. In accordance with the State's compulsory attendance laws, you should take immediate steps to enroll your child in a school that serves the area where you are domiciled. Please be aware that Rule 5140 states, "Students must enroll in and attend their home school while a transfer request is being processed."

Should you have any questions regarding this matter, please contact me at [TELEPHONE NUMBER].

I wish [NAME OF STUDENT] much success in all future educational endeavors.

Sincerely,

[PRINCIPAL'S NAME]
Principal

Enclosures [POLICY AND RULE 5140]

c: [NAME OF RESIDENCY LIAISON], Residency Liaison, Office of Pupil Personnel Services
[NAME OF PUPIL PERSONNEL WORKER], Pupil Personnel Worker
File