

## STUDENTS: Enrollment and Attendance

I. Definitions

- A. “Child” means an individual not currently enrolled in Baltimore County Public Schools.
- B. “Student” means an individual currently enrolled in Baltimore County Public Schools.
- C. “Parent[(s)]/guardian[(s)]” mean a natural OR ADOPTIVE parent, education guardian, parent surrogate, foster parent court-appointed attorney, or court-appointed special advocate acting on behalf of the child in State-supervised care, or individual acting as a parent in the absence of a parent.
- D. “Baltimore County Public Schools Employee” means “public school employee,” “confidential employee,” “supervisory employee” or “management employee,” as defined by §6–[404] 401 and §6–501 of the Education Article of the *Annotated Code of Maryland*.
- E. “Child of an Employee” means a natural, ADOPTED, or foster child, a child under the legal guardianship of an employee, or a stepchild, when the employee’s spouse is the child’s natural OR ADOPTIVE parent and resides with the employee.
- F. “SIBLING” MEANS A BROTHER, SISTER, HALF-BROTHER, HALF-SISTER, STEPBROTHER, STEPSISTER, OR FOSTER CHILD, WHO RESIDES IN THE SAME HOUSEHOLD AS THE STUDENT APPLICANT.
- G. “Fraudulent Enrollment” means intentional misrepresentation of material fact regarding domicile [or the failure to notify a Baltimore County public school of a change in domicile within ten (10) school days].
- H. “Timely Filed” means an appeal has, within the allotted time period, been delivered to the appropriate Board of Education office for each level of appeal, postmarked, or deposited in the U. S. Mail as registered or certified mail.
- I. “School Day” means any day that central offices of Baltimore County Public Schools are open for business, including summer weekdays.

II. School Attendance Areas

- A. Records and reports of all changes affecting school attendance areas and boundaries shall be maintained in the respective schools and offices of the Board of Education.
- B. Students will attend their assigned [home] schools within the Board approved attendance areas in which they reside. Exceptions to attending the [home] ASSIGNED school are set forth [below] in [Section III. B. of] this rule.
- C. Rule 5140 does not apply to homeless students requesting school choice. School choice for homeless students is governed by PS 512, “Procedures for the Education of Homeless Children and Youth.” Rule 5140 does apply to homeless students requesting a special permission transfer for reasons that are unrelated to homelessness.
- D. [In order to verify the correct school attendance area, it] IT is the responsibility of the parent[(s)]/guardian[(s)] to report changes in residence and provide TO THE SCHOOL WITHIN TEN (10) SCHOOL DAYS [all] five (5) required residency documents AS SET FORTH IN [(Policy and Rule 5150., II. A.) to the school within ten (10) school days of the date of the change in residence.] Failure to provide this information within ten (10) school days [of occurrence will] MAY result in withdrawal of the student[(s)] from the school. [due to fraudulent enrollment.]

III. Special Permission Transfers

A. Applications

Special requests to permit a student in [g]Grades kindergarten through 12 to attend a school outside his/her school attendance area must be initiated by the [parent(s) or guardian(s)] PARENTS/GUARDIANS. A copy of the special PERMISSION transfer application may be obtained at any school or at [www.bcps.org/system/policies\\_rules/5000toc.htm](http://www.bcps.org/system/policies_rules/5000toc.htm).

- 1. Prekindergarten students are not eligible for special PERMISSION transfers. [under Policy and Rule 5140.] Parents of prekindergarten students must follow THE Office of Early Childhood enrollment procedures as presented in THE “Prekindergarten Screening Procedure. [, 2007-2008.”]

2. Prekindergarten students identified as homeless are eligible for immediate priority prekindergarten enrollment.
- 3.[2.] Special permission TRANSFER requests related to application and admission to a magnet school/program must be made in accordance with Policy and Rule 6400, *INSTRUCTION: Magnet Schools and Programs*.

B. Special Circumstances:

The staff will evaluate the following special circumstances as justification for assigning a student in [g]Grades kindergarten through 12 to a school outside the attendance area in which the student currently resides:

1. When a student who has completed [g]Grade[s] 4, 7, or 11 changes residence to another Baltimore County school attendance area. Said student may continue in the original elementary, middle, or high school until completion of the terminal grade [of that school level] regardless of overcrowded conditions.
2. When a student desires to pursue a curricular/academic course or sequential program of study not offered in the regularly assigned school [or the geographically assigned magnet school]. Said student may be transferred to the requested school provided the student has met the stated prerequisites, and the requested program of study is not overcrowded.
3. When the purpose of the application is for [the student's]:
  - a. Medical reasons [. Requests] which are based on medical, physical, or mental health [reasons] CONDITIONS must be accompanied by documentation from a [physician] MEDICAL or mental health provider. Students accepted for medical [or student adjustment] reasons will be enrolled in the requested school regardless of overcrowded conditions.
  - b. Student adjustment issues which cannot be resolved at the home school [placement] as evaluated and determined by appropriate school system officials. Requests that are based on student adjustment must be accompanied by documentation of the involvement of appropriate school system officials and/or from a mental health or medical

provider. Students accepted for [medical or] STUDENT adjustment reasons will be enrolled in the requested school regardless of overcrowded conditions.

- c. Severely/profoundly disabled high school students may be eligible for special PERMISSION transfer under childcare after the parent[(s)]/guardian[(s)] provide documentation, and after consultation with the APPROPRIATE offices INCLUDING, BUT NOT LIMITED TO, THE OFFICES of Special Education, Health Services, and Transportation regardless of overcrowded conditions.
4. When a student changes residence within Baltimore County during a school year. Upon approval of the special PERMISSION transfer application, said student may remain in the original school until the end of the semester regardless of overcrowded conditions. To request consideration for remaining in the original school for a subsequent semester or school year[(s)], a new *Application for Special Transfer* must be submitted and evaluated in accordance with the provisions of this rule.
  5. When a student's family plans to move from one Baltimore County school attendance area to another on or before November 1 of the current school year. Said student may enroll in the school in the attendance area in which he/she is planning to live with his/her parent[(s)]/guardian[(s)].
    - a. With [appropriate documentation, such as] a signed settlement sheet or lease agreement, the child may be granted a special PERMISSION transfer [,if the requested school is not overcrowded].
    - b. If [, at of the end of the first marking period,] the student is not domiciled with his/her parent[(s)]/guardian[(s)] in the new attendance area BY NOVEMBER 1, the student will be withdrawn at the end of the semester [and enrolled at the home school according to residence].
  6. When [unusual] arrangements [must be made] to provide satisfactory supervision for the elementary and middle school student [before- and after-school hours] NECESSITATE ENROLLMENT IN A SCHOOL IN ANOTHER ATTENDANCE

AREA. Said student may be granted a special PERMISSION transfer, if the requested school is not overcrowded.

7. When family conditions necessitate that a student [must] liveS in another home within Baltimore County. Said student may be enrolled regardless of overcrowded conditions.
8. When the student is the child of a Baltimore County Public Schools' employee who resides in Baltimore County. [For the purposes of this rule, "employee" means "public school employee," "confidential employee," "supervisory employee," and "management employee" as defined by Section 6-401 and Section 6-501 of the Education Article of the *Annotated Code of Maryland*.]
  - a. Said student may be granted a SPECIAL PERMISSION transfer to a school outside of his/her attendance area regardless of the school's overcrowded conditions, [as defined in Section II. D. 7. a., b., and c. of this rule and] provided the school is within the attendance area of the employee's primary work site [or home school (office)].
  - b. A child of an employee whose primary work site [or home school (office)] is in a magnet school may be granted a SPECIAL PERMISSION transfer to that school in accordance with the provisions of this section if said child qualifies for admission in accordance with Policy and Rule 6400, *INSTRUCTION: Magnet Schools and Programs*. Upon qualification, admission is granted for said child without entry into the lottery selection process.
9. WHEN A SIBLING ATTENDS THE REQUESTED SCHOOL, THE SIBLING MUST BE ENROLLED AT THE SCHOOL AT THE TIME OF APPLICATION AND ENROLLMENT OF THE STUDENT. [When a student has a sibling who is attending the requested school and the sibling would continue to attend that school at the time of the student's initial enrollment.] Said student may be granted a SPECIAL PERMISSION transfer to that school regardless of overcrowded conditions. [For purposes of this rule, a sibling shall be defined as a brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child, who resides in the same household as the student applicant.]

RULE 5140

10. When a student attends a Baltimore County Public School that has been identified as eligible for Title I public school transfer option and said student has been declared an eligible student under applicable Title I federal guidelines. The parent[(s)]/guardian[(s)] of said student will submit an application to the Office of Title I and Grant Assistance in accordance with Title I public school transfer option procedures.
  - a. Schools identified as eligible for receiving students under Title I public school transfer option will not approve any special PERMISSION transfer requests until all Title I eligible student transfer requests have been processed.
  - b. Denials of special PERMISSION transfer applications should be issued [as] IN THE ORDER THEY ARE received.

C. Procedures:

1. The parent[(s)]/guardian[(s)] must complete and submit TO THE REQUESTED SCHOOL [as directed the triplicate form,] AN *Application for Special PERMISSION Transfer*, between April 1 and June 1 for the next school year UNLESS DOCUMENTATION ACCOMPANIES THE APPLICATION AND SUBSTANTIATES ONE OR MORE OF THE FOLLOWING CONDITIONS:
  - a. THE STUDENT IS A NEW RESIDENT OF BALTIMORE COUNTY.
  - b. THERE IS AN EMERGENCY OR EVENT THAT COULD NOT HAVE BEEN FORESEEN AND CAN BE DOCUMENTED AS SUCH.
  - c. INFORMATION RELEVANT TO THE TRANSFER REQUEST WAS NOT AVAILABLE BETWEEN APRIL 1 AND JUNE 1.
- . [The parent(s)/guardian(s) must submit the original white copy of the form to the receiving school principal for his/her approval or denial, submit the pink copy of the form to the home school principal for his/her notification, and retain the yellow copy of the form for his/her record. If the application is obtained from the BCPS

website, three (3) copies of the application must be completed and filed.]

2. [a. Policy and Rule 6400, *INSTRUCTION: Magnet Schools and Programs*,] MAGNET SCHOOLS AND PROGRAMS require an earlier deadline for magnet applicants to submit the *Application for Special PERMISSION Transfer*, AS OUTLINED IN POLICY AND RULE 6400, *INSTRUCTION: MAGNET SCHOOLS AND PROGRAMS* .

- [b. Applicants must submit the *Application for Special Transfer* in its entirety according to the guidelines established by the magnet application process.]

- 3.[2]. Relevant written documentation supporting the transfer must be attached to the application and to any SUBSEQUENT appeal [at all levels of the appeal process when an application or appeal is denied].

- [3. All transfer requests, regardless of the reason for the application, must be submitted between April 1 and June 1 each year unless documentation accompanies the application and substantiates one or more of the following conditions:

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

4. AT THE START OF THE SCHOOL YEAR [S]students residing in Baltimore County must enroll in and attend THE SCHOOL IN THE ATTENDANCE AREA IN WHICH THEY ARE RESIDING [their home school] while transfer requests are being processed.

- [a. Students found to be fraudulently enrolled in schools other than the one zoned for their residence shall be withdrawn and must enroll in their zoned school according to residence in order to file special transfer applications.

RULE 5140

b. A special transfer under this rule will not be available within a school year to any school wherein the student's original enrollment was found to be fraudulent under this rule and Rule 5150 during or prior to that school year.]

A.[c.] A student who changes residence from A SCHOOL'S [the] attendance area [of a school] during the school year may remain in that school DURING THE SPECIAL TRANSFER PROCESS [if/while a special PERMISSION transfer application is filed and/or appealed, if that application is made under *change of residence from attendance area*, and if the enrollment at the school was not fraudulent].

5. A SPECIAL PERMISSION TRANSFER WILL NOT BE APPROVED FOR ANY STUDENT WHOSE ENROLLMENT IN THE SCHOOL HAS BEEN FOUND TO BE FRAUDULENT DURING THAT SCHOOL YEAR.

D [5]. SCHOOL PROCESS [In processing the request, the receiving school principal will]:

1. [a.] IMMEDIATELY UPON RECEIPT, THE SCHOOL WILL [S] stamp THE application with the date received. [and evaluate the request and written documentation to determine compliance with the special circumstances outlined in Section III. B. of this rule and obtain necessary information from school system personnel pertaining to the request which will assist in the formulation of the decision.]

2. THE PRINCIPAL WILL

[b.]A. Forward recommendations from medical personnel accordingly:

(1) Medical documentation from physicians will be forwarded to the school system's Coordinator in the Office of Health Services for evaluation and consultation with APPROPRIATE PROFESSIONAL [the child's physician. The Coordinator may seek additional consultation with the Director of Child, Adolescent, and Reproductive Health of the Baltimore County Department of Health].



- (2) Psychological documentation from mental health or medical professionals will be forwarded to the school system's Coordinator in the Office of Psychological Services for evaluation and consultation with APPROPRIATE PROFESSIONAL [the child's mental health or medical provider].

[c.]B. Make every effort to issue a decision to parent[(s)]/guardian[(s)] by July 1 for applications filed during the required timeline for the upcoming school year, except when the request is for admission to kindergarten or to a Title I Transfer option school.

- (1) The principal will make every effort to issue a decision concerning admission to kindergarten before the beginning of the school year.
- (2) For applications filed for a current school year, the principal will make every effort to issue a decision within ten (10) school days.

C. [The principal must] I[i]ndicate his/her approval or denial in the appropriate section of the original application [(white copy)], which will be sent to the parent[(s)]/guardian[(s)]. A photocopy of the original application will be forwarded to the principal of the home school and a photocopy of the original application must be retained by the receiving school.

d. Verify that the student either is domiciled in Baltimore County with his or her parent[(s)]/guardian[(s)] or has been approved for enrollment as a nonresident student in accordance with Policy and Rule 5150, *STUDENTS: Enrollment and Attendance, Residents and Nonresidents*. [If the transfer request is approved, the parent(s)/guardian(s) must submit to the receiving school documentation of domicile within Baltimore County or approval for enrollment as a nonresident student. Students will not be enrolled until all five required residency documents as outlined in Rule 5150 are provided to the requested school.]

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3.[e.]Schools in the first year of operation are not eligible to accept special permission transfers under Rule 5140.

[6]4. Special PERMISSION transfer applications may be denied for any or all of the following reasons:

a. Overcrowded Conditions [, for special circumstances other than those listed in III. B. 1, 3, 7, 8, and 9 in this rule, which exist when any or all of the following occur at the receiving school]:

(1) Total student enrollment is equivalent to or exceeds state approved building capacity.

(2) Average class size is equivalent to or exceeds Board-approved staffing guidelines.

(3) Enrollment is equivalent to or exceeds staffing allocation school wide or within specific programs, grade levels, or courses.

b. Reason inconsistent with policy and rule. [The reasons[(s)] given by the parent[(s)]/guardian[(s)] for the transfer is/are not in accordance with this rule.]

c. Lack of appropriate documentation. The reason given for the transfer request is not supported by [required] documentation.

d. Late/no unforeseen emergency. The application was not submitted within the required timeline of April 1 to June 1, and no explanation and/or documentation is presented to support one of the conditions FOR WHICH A LATE APPLICATION MAY BE FILED. [listed in Section III. C. 3. of this rule.]

[7. If the transfer request is approved, designated staff from the home school will supply the receiving school with available student information, school records and data to assist the student in making a satisfactory adjustment.]

- [8. If the transfer is approved, the athletic eligibility set forth in Policy 6145.2, *INSTRUCTION: Extra Curricular Activities: Intramural, Informal, and Interscholastic Activities*, applies.]
5. [9.] It is understood by the receiving school principal and the parent[(s)]/guardian[(s)] that the transfer is approved until the student completes the terminal grade of a school level. Exceptions [to this provision] are as follows:
- a. A student who voluntarily withdraws from the receiving school. Said student will be subject to reapplication and a new evaluation if (re)enrollment to the receiving school is requested. Parent[(s)]/guardian[(s)] must submit a new *Application for Special PERMISSION Transfer*, and the application will be evaluated consistent with the criteria set forth in this rule and in Policy 5140, *STUDENTS: Enrollment and Attendance*.
  - b. A student who is granted a special PERMISSION transfer for the purpose of *change of residence from attendance area* [(Section III. B. 4. of this rule). Said student] is approved for that semester only. IF parent[(s)]/guardian[(s)] SEEK CONTINUED ENROLLMENT IN THE SCHOOL, A NEW APPLICATION MUST BE FILED. [must reapply for transfer for an additional year(s)] or attend the home school for the next semester or school year. The new *Application for Special Transfer* will be evaluated consistent with the criteria set forth in this rule and in Policy 5140, *STUDENTS: Enrollment and Attendance*.]
  - c. A SPECIAL PERMISSION TRANSFER student WHOM THE PRINCIPAL DETERMINES HAS NOT BENEFITED FROM ENROLLMENT AT THE SCHOOL AND WHO FAILS TO MEET THE CONDITIONS OF THE *CONTRACT FOR SPECIAL PERMISSION TRANSFER STUDENTS* REQUIRES THE PRINCIPAL TO FOLLOW THE PROCEDURES IN PS 517 WITH DOCUMENTATION OF ALL INTERVENTIONS. [whom the receiving school principal determines has not benefited from the special transfer as a result of any of the following conditions. Said student may have the special transfer reviewed and/or revoked by the school's principal at the end of a school year.

RULE 5140

The principal shall review the record of each student enrolled by special transfer for:] THE CONDITIONS FOR WHICH A SPECIAL PERMISSION TRANSFER STUDENT MAY BE REVOKED AT THE END OF THE SCHOOL YEAR ARE:

- (1) Attendance/Tardiness [– The student has:]
  - (a) [Absences resulting in an] AN attendance rate [that is] equal to or below the state mandated ADEQUATE YEARLY PROGRESS [AYP] attendance rate, or the previous school year’s local school or BCPS annual attendance rate, whichever is lower, for any given quarter during the school year for which the special transfer was granted.
  - (b) An absence rate resulting in an attendance referral to the pupil personnel worker and to Project Attend where applicable.
  - (c) Accumulated tardiness in excess of the school’s per student average tardiness rate.
  - (d) Tardiness rate resulting in a referral to the pupil personnel worker.
- (2) Discipline [– The student has not behaved him/herself in ways that contribute to a safe and orderly learning environment for all students and has been suspended to the Superintendent’s Designee and placed in an alternative learning setting for any amount of time during the school year for which the special PERMISSION transfer was granted.]
  - (A) DISCIPLINE RESULTING IN THREE (3) OR MORE SUSPENSIONS.
  - (B) A SUSPENSION TO THE SUPERINTENDENT’S DESIGNEE RESULTING IN DISCIPLINARY ACTION.

RULE 5140

- (3) Academics – The student has received MORE failing FINAL grades [in more subjects] than [he/she has received] passing FINAL grades.
- (4) [Reason for transfer approval –] The CONDITION FOR WHICH A TRANSFER WAS APPROVED [reason for which the transfer was originally approved has ceased to exist] NO LONGER EXISTS.
- (5) The student has withdrawn from a magnet program within a comprehensive school that is not his/her [zoned] ASSIGNED school. To request consideration for remaining in the school for a subsequent semester or school year[s], an *Application for Special PERMISSION Transfer* must be submitted and evaluated in accordance with the provisions of this rule.

6.[10.]When the student completes the terminal grade of a school level, that student shall be required to attend THE subsequent middle or high school[s] serving his/her residence UNLESS A NEW APPLICATION HAS BEEN FILED AND APPROVED.

[11. Approved transfers will be subject to reapplication and a new evaluation when a student is ready to move from the elementary school to the middle school or from the middle school to the high school. The reapplication will be evaluated consistent with the criteria set forth in this rule and in Policy 5140, *STUDENTS: Enrollment and Attendance.*]

7.[12.]Parent[is]/guardian[is] are responsible for providing transportation to and from the newly assigned school unless the student can be accommodated by the existing bus routes and existing bus stops of that school. In such instances, the parent[is]/guardian[is] are responsible for providing transportation to and from the existing bus stop.

[13. If the transfer request is denied by the receiving school principal, the parent(s)/guardian(s) may initiate the appeal process as described in Section V. of this rule.]

IV. Fraudulent Enrollment

- A. It is the responsibility of the parent[(s)]/guardian[(s)] to report changes in residence and provide all five (5) required residency documents as outlined in Rule 5150, [II. A.] to the school within ten (10) school days of the date of the change in residence.
- [B. Failure to provide this information when a change of residence occurs during the school year will result in withdrawal of the student from the school due to fraudulent enrollment.]
- B. [C.]A special PERMISSION transfer under this rule will not be available within that same school year to the school wherein the original enrollment was fraudulent.

V. Appeals

- A. [The residency liaison, of the Office of Pupil Personnel Services, will act as the designee for the executive director of student support services in issuing decisions in all special permission transfer matters of appeal.] Denials of special permission transfer requests may be appealed by the parent[(s)]/guardian[(s)] who initiated the transfer request. THE RESIDENCY LIAISON, OF THE OFFICE OF PUPIL PERSONNEL SERVICES, WILL ACT AS THE DESIGNEE FOR THE EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES IN ISSUING DECISIONS IN ALL SPECIAL PERMISSION TRANSFER MATTERS OF APPEAL. The appeal must be made in writing to the residency liaison within ten (10) school days of the date of the principal's denial or the postmarked date, whichever is later. The residency liaison will research and evaluate the appeal based on the information and documentation provided at the time the initial request was made to the receiving school principal. The residency liaison will also consider additional evidence provided on appeal. The residency liaison will make every effort to issue a written decision by August 1, or within thirty (30) school days of the receipt of the written appeal during the school year.
- B. If the appeal is denied by the residency liaison, the written decision will inform the parent[(s)]/guardian[(s)] of his/her right to appeal, in writing, to the Superintendent within ten (10) school days of the date of the denial letter or the postmarked date, whichever is later.

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- C. Denials of special permission transfer requests by the residency liaison must be appealed in writing to the Superintendent within ten (10) school days of the date of the residency liaison denial letter or the postmarked date, whichever is later. The Superintendent or designee will research and evaluate the appeal based on the information and documentation provided at the time the initial request was made to the receiving school principal. The Superintendent or designee will also consider additional evidence provided on appeal. The Superintendent or designee will make every effort to issue a written decision before the beginning of the school year and within ninety (90) calendar days during the school year.
  
- D. If the appeal is denied by the Superintendent or designee, the written decision will inform the parent[(s)]/guardian[(s)] of his/her right to appeal in writing to the Board of Education within thirty (30) school days of the date of the denial letter in accordance with Section 4-205 of the Education Article of the *Annotated Code of Maryland* and Board of Education Policy 8339, INTERNAL BOARD POLICIES: *Operations*, Appeal Before Hearing Examiner. An appeal will be considered timely filed, if, within the allotted time period, it has been delivered to the Board of Education, postmarked, or deposited in the U. S. Mail as registered or certified mail.

[E. To be considered, an appeal must be timely filed.]

Rule	Superintendent of Schools
Approved:	12/13/73
Revised:	3/13/80
Revised:	11/23/93
Revised:	4/11/00
Revised:	8/14/01
Edited:	1/7/02
Revised:	3/26/02
Revised:	3/9/04
Revised:	4/20/04
Revised:	3/22/05
Revised:	6/12/07
Revised:	8/14/07
REVISED:	

**FOR RECEIVING SCHOOL USE ONLY:** Date Application [Red'd] RECEIVED \_\_\_\_\_ Application[Rec'd] RECEIVED by \_\_\_\_\_

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**Application for Special PERMISSION Transfer, K-12**

**INSTRUCTIONS:** Read carefully the information provided in the attached Policy/Rule 5140 before completing this form. [The parent/guardian of the eligible student is to complete Part I. Applicants, except for magnet applicants and Title I applicants (\*see below), should submit the white copy (1) of this form to the receiving school principal, the yellow copy (2) to the home school principal. And retain the pink copy (3) for his/her file. IF THIS FORM IS OBTAINED FROM THE BCPS WEBSITE, THREE (3) COPIES MUST BE FILED] TRANSFER REQUEST FORMS FOR THE NEXT SCHOOL YEAR MUST BE SUBMITTED BETWEEN **APRIL 1 AND JUNE 1** EXCEPT FOR MAGNET AND TITLE I APPLICANTS. **MAGNET APPLICANTS** MUST SUBMIT THIS APPLICATION IN ITS ENTIRETY ACCORDING TO GUIDELINES ESTABLISHED BY POLICY AND RULE 6400. **TITLE I APPLICANTS** MUST SUBMIT REQUESTS ACCORDING TO THE GUIDELINES ESTABLISHED BY THE TITLE I PUBLIC SCHOOL TRANSFER OPTION PROCEDURES AND SUBMIT THE APPLICATION TO THE RECEIVING SCHOOL PRINCIPAL.

**PART I: SCHOOL TRANSFER REQUEST**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School Currently Attending: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Home School According to Residence: \_\_\_\_\_

Name of Parent/Guardian: Dr.  Mr.  Mrs.  Ms.  Miss \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) \_\_\_\_\_

Requested School: \_\_\_\_\_ Requested School Year: 20\_\_ - 20\_\_ Requested Grade: \_\_\_\_\_

**Reason(s) for Request:** Refer to Rule 5140 [Section III B] and [circle]CHECK BOX below the number(s) corresponding to the reason(s).

- 1 (terminal grade) 4 (\*\*change of residence from attendance area) 6 (\*\*\*\*childcare) 8 (employee's child)
- 2 (program of study) 5 (change of residence to attendance area) 7 (family conditions) 9 (sibling)
- 3 (\*\*medical/student adjustment)

**Additional explanation (attach separate sheet if more space is needed):** \_\_\_\_\_

**\*\*Requests which are based on medical, physical, or mental health reasons must be accompanied by documentation from a physician or mental health provider.**

**\*\*\* SPECIAL TRANSFERS GRANTED FOR CHANGE OF RESIDENCE FROM ATTENDANCE AREA APPLY ONLY WHEN A FAMILY MOVES DURING A CURRENT SCHOOL YEAR, AND LAST ONLY UNTIL THE END OF THAT SCHOOL YEAR.]**

- TERMINAL GRADE
- PROGRAM OF STUDY
- MEDICAL/STUDENT ADJUSTMENT (MUST BE ACCOMPANIED BY DOCUMENTATION FROM MEDICAL OR MENTAL HEALTH PROVIDER)
- CHANGE OF RESIDENCE FROM ATTENDANCE AREA (ONLY WHEN A FAMILY MOVES DURING A CURRENT SCHOOL YEAR AND LASTS ONLY UNTIL THE END OF THAT MARKING PERIOD)
- CHANGE OF RESIDENCE TO ATTENDANCE AREA BY NOVEMBER 1ST
- SIBLINGS
- FAMILY CONDITIONS
- CHILD OF AN EMPLOYEE
- CHILDCARE (THE FOLLOWING INFORMATION MUST BE PROVIDED):

Name of daycare provider/agency: \_\_\_\_\_

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

Days and times supervision is provided: \_\_\_\_\_ Signature of daycare provider \_\_\_\_\_

**Additional explanation (attach separate sheet if more space is needed):** \_\_\_\_\_

[\*Transfer request forms for the next school year must be submitted between **April 1 and June 1** except for magnet and Title I applicants. **Magnet applicants** must submit this *Application* in its entirety according to the guidelines established by Policy and Rule 6400. **Title I applicants** must submit requests according to the guidelines established by the Title I public school transfer option procedures.]



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**I have received and read the information in Policy and Rule 5140. I understand that, unless otherwise indicated, if the transfer request is approved, transportation is not provided by BCPS. I UNDERSTAND THAT PROVIDING FALSE INFORMATION MAY RESULT IN TUITION CHARGES AND THE WITHDRAWAL OF MY CHILD FROM SCHOOL.**

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART II: TRANSFER REVIEW/DECISION (To be completed by Receiving School Principal)**

\_\_\_\_\_ **Approved**                      \_\_\_\_\_ **Denied**

**Reasons for Denial: (Circle all spaces that apply)**

- |                                              |                                             |
|----------------------------------------------|---------------------------------------------|
| A. Overcrowded conditions                    | C. Lack of appropriate documentation        |
| B. Reasons inconsistent with policy and rule | D. Application late/no unforeseen emergency |

**Signature of Receiving School Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

[Receiving school principal is to forward this copy of the decision to the parent/guardian; retain a photocopy for school files; and send a photocopy to the home school principal.]

**APPEALS: Must be made in writing, including ALL DOCUMENTATION AND a copy of this Application signed by the receiving school principal, to the EXECUTIVE DIRECTOR [Residency Liaison] OF STUDENT SUPPORT SERVICES, Baltimore County Public Schools, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220, within ten (10) school days of the date of decision.**

# BALTIMORE COUNTY PUBLIC SCHOOLS

Joe A. Hairston, Superintendent

6901 Charles Street

Towson, MD ♦ 21204-3711

## Contract for Special PERMISSION Transfer Students

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_ agree to the following conditions/requirements listed below while my child [attends] IS ENROLLED IN \_\_\_\_\_ on special permission.

1. Attendance/Tardiness- The student named above will:
  - *[Maintain an attendance rate equal to or exceeding the state-mandated AYP attendance rate, or the previous school year's local school or BCPS annual attendance rate, whichever is lower, for any given quarter during the school year(s) for which this special transfer was granted.*
  - *Maintain an attendance rate that does not result in an attendance referral to the pupil personnel worker or to Project Attend where applicable.*
  - *Report to school on time at a rate equal to or better than the school's average tardiness rate.]*
  - *Attend school daily on time and will not be referred to the pupil personnel worker for attendance purposes.*
2. Behavior - The student named above will:
  - *Behave him/herself in positive ways that contribute to a safe and orderly learning environment for all students.*
  - *Behave appropriately and will not be suspended to the Superintendent's Designee and placed in an alternative program.*
3. Academics - The student named above will:
  - *Maintain passing grades in more than one half of all his/her subjects each school year.*
4. Change in reasons for which the transfer was granted - The parent/guardian of the student named above will:
  - *Report to the school, within ten (10) school days of occurrence, any change in the reason(s) for which the special PERMISSION transfer was granted.*
5. Magnet program enrollment in comprehensive schools - The student named above will:
  - *Maintain enrollment in a magnet program in the requested school when program of study [within that program] is the reason[ for which] the transfer was granted.*

Failure to comply with any of the above requirements may result in your child's withdrawal at the end of the school year.

Student'S Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent'S/Guardian'S Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal'S Signature: \_\_\_\_\_ Date: \_\_\_\_\_