

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-15
Subject: ASSIGNMENT AND TRANSFER OF STUDENTS	Date of Issue: 9/1/79
Preparing Office: Office of the Superintendent	Amended: 10/23/09

I. Policy 430

II. Procedure

- 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 if one (1) or more of the following conditions exist, the school being requested is not restricted to out-of-district transfers, and it does not pose an undue burden on the school system.

The student must:

1. Be applying for admission to a course or 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 because of some extreme difficulties which the student may be experiencing or because of a special circumstance where the transfer would be in the best interest of the student or the school system.
4. Be a member of a family with specific bona fide plans to move into the school district during the current school year.
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 an Application to Enroll Student In School Outside of His/Her Attendance Area, the pupil personnel worker assigned to the school which the student 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.
- 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 elementary to middle school and from middle school to high school or the reason for transfer changes. Students wishing to transfer between elementary, middle or high schools, must apply for each transfer.
- I. The director 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 director of Student Services.
- J. Students who are granted out-of-district status and do not comply with school rules and regulations may have their out-of-district permission rescinded or denied for the following year. The pupil personnel worker will make this determination.
- K. Student New to a School
 - 1. In-County
 - a. If the student's address is out-of-district, the principal shall refer the student to the pupil personnel worker for disposition.
 - b. If the student is not living with a parent or legal guardian, the principal shall refer the student to the pupil personnel worker for disposition.

2. Out-of-County

- a. The principal shall refer all non-resident students to the Department of Student Services.
- b. The student should not be enrolled until the director of Student Services has approved the enrollment.

NOTE: Cross-reference FCPS Regulation 400-55 regarding enrollment procedures for homeless students.

Approved:

Original signed by

Linda D. Burgee
Superintendent