

**SCHOOL  
YEAR  
2014-2015  
For Grades K-12**

**CARROLL COUNTY PUBLIC SCHOOLS OUT-OF-DISTRICT REQUEST**  
**DEADLINE: FEBRUARY 1, 2014**  
**LATE OR INCOMPLETE APPLICATIONS WILL BE RETURNED TO SENDER WITHOUT ACTION.**

**PRIOR TO SUBMITTING THE OUT-OF-DISTRICT REQUEST, PLEASE REVIEW THE OUT-OF-DISTRICT REGULATIONS ON THE BACK OF THIS APPLICATION TO BE CERTAIN YOU MEET THE CRITERIA.**

**Student:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_  
**Gender:**  Male  Female **Date of Birth:** \_\_\_\_\_ **Current Grade:** \_\_\_\_\_  
**Parent(s):** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_  
**Current Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone: Home # :** \_\_\_\_\_ **Current School:** \_\_\_\_\_  
**Work # : Father:** \_\_\_\_\_ **In-District School:** \_\_\_\_\_  
**Mother:** \_\_\_\_\_ **Out-of-District School Requested:** \_\_\_\_\_

State the specific reason for the request:  
\_\_\_\_\_

Child Care Provider Information/Verification: Provider Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

I verify that I provide child care/supervision for the above referenced student on a daily basis throughout the school year. I agree to notify Carroll County Public Schools if this child care arrangement changes, is terminated, or is no longer needed.

Signature of Child Care Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian Verification:  
I, \_\_\_\_\_, (Name of Parent/Legal Guardian) solemnly declare or affirm, under penalties of perjury and upon personal knowledge, that the information contained in this Out-of-District Request Form is true and correct. I further acknowledge that the information that I have supplied on this Out-of-District Request Form will be relied upon by Carroll County Public Schools in the full belief that it is true. I agree to provide updated information to the Carroll County Public Schools' Department of Student Services should the information contained in this Out-of-District Request Form change. I further agree that in the event that I have provided false, incomplete, or misleading information on this Out-of-District Request Form, or if the information becomes outdated, my child will lose his/her enrollment eligibility in the Out-of-District school and shall be returned immediately to his/her home attendance area school. I understand and agree that there may be a loss of academic credits or eligibility to participate in athletic or extracurricular activities as a result of my child being returned to his/her home attendance area school. Further, I understand that failure to continue to meet the criteria under which an enrollment exception was granted, shall result in immediate loss of eligibility to participate in extracurricular activities.

I am aware that, if approved, an out-of-district placement is valid for one (1) school year only, transportation to and from school is the sole responsibility of the parent/legal guardian, and the out-of-district placement may be rescinded if one of the following conditions exists:

- a. Student's attendance, behavior, or grades are unsatisfactory
- b. Student no longer meets out-of-district criteria
- c. The information provided on the application or supporting documentation is false.

\_\_\_\_\_  
(Signature of Parent/Legal Guardian) Date

**PLEASE COMPLETE AND MAIL APPLICATION TO:**  
**Carroll County Public Schools, Student Services Department, 125 North Court Street, Westminster, MD 21157 (410) 386-1520**  
**Requests must be postmarked by or personally delivered NO LATER THAN FEBRUARY 1, 2014.**

*This space for Student Services Department only.*

Applying for:  Open School \_\_\_\_\_  Closed School \_\_\_\_\_  Under Populated Request has been  Approved  Denied

Signature of Pupil Personnel Worker: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor of Pupil Personnel (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF APPROVED, APPLIES TO THE 2014-2015 SCHOOL YEAR ONLY.**

## Summary of Regulations for Out-of-District Placement

### Under Populated Schools (Less than 75% of Capacity)

Open enrollment allowed with transportation provided by the parent/guardian. However, a student who chooses to return to his or her home school shall not be considered for future out-of-district placements to under populated schools. Further, a student may not attend more than one under populated school (which is not his or her home school) during his or her tenure at that school level.

To protect the integrity of instructional programming in all schools the Superintendent/Designee may limit the number of requests to be honored from any home school under this exception. In this case the Superintendent/Designee shall declare a maximum number of requests to be approved from that particular home school, and institute a lottery drawing until said number is reached.

### Open Schools (75% to 97% of Capacity)

- A. Childcare - Kindergarten through Grade 8 - The student must go to school from, or return from school to, a licensed childcare center or a home other than the student's own on a daily basis because both parents are employed and there would be no responsible adult in the child's home.
  - 1. Childcare criteria do not apply when the childcare is housed within a Carroll County Public School.
  - 2. Childcare will not be considered as a reason for out-of-district placement for students in grades 9-12.
  - 3. All childcare supervision shall be verified in writing on the out-of-district form and signed by the childcare provider.
  - 4. If the childcare provider changes during the school year, the parent(s)/legal guardian(s) and the childcare provider shall notify the appropriate Pupil Personnel Worker, in writing, including a signed statement from the new childcare provider.
- B. Moving into a School Boundary - The applicant must provide a copy of a contract/lease with a proposed settlement/moving date at time of application.
  - 1. Student is a member of an in-county family with specific proof of plans to move into the requested school's attendance area during the current school year.
- C. School Based Staff Member (.6 to 1.0) – A child of a .6 to 1.0 F.T.E. staff member may be approved for an out-of-district placement in the school where the staff member is assigned or a school that directly feeds into or out of the staff member's assigned school.
- D. Continue in the current school – Request to remain in a school where the student currently attends.
- E. Junior ROTC – Student is accepted into a Junior ROTC program at a specific high school (See Administrative Regulations to Board of Education Policy JPA: High School Eligibility)

### Closed Schools (At or above 98% of Capacity)

- A. Family provided childcare – Kindergarten through grade 8 – The student must go to school from, or return from school to, a family member's home on a daily basis because both parents are employed and there would be no responsible adult in the child's home.
  - 1. Childcare will not be considered as a reason for out-of-district placement for students in grades 9-12.
  - 2. All childcare supervision shall be verified in writing on the out-of-district form and signed by the childcare provider.
  - 3. If the childcare provider changes during the school year, the parent(s)/legal guardian(s) and the childcare provider shall notify the appropriate pupil personnel worker, in writing, including a signed statement from the new childcare provider.
- B. Moving into a School Boundary – The applicant must provide a copy of a contract/lease with a proposed settlement/moving date at time of application.
  - 1. Student is a member of an in-county family with specific proof of plans to move into the requested school's attendance area during the school year.
- C. School Based Staff Member (.6 to 1.0) – a child of a .6 to 1.0 F.T.E. staff member may be approved for an out-of-district placement in the school where the staff member is assigned or a school that directly feeds into or out of the staff member's assigned school.
- D. Continue in the Current School – Request to remain in a school where the student currently attends.
- E. Junior ROTC – Student is accepted into a Junior ROTC program at a specific high school (see Administrative Regulations to Board of Education Policy JPA: High School Eligibility)