

**Administrative Procedures for Policy #3925 (Students)  
Regarding Student Transfers**

I. Guidelines

A. Each student in the Calvert County Public School System is expected to attend the school designated for the geographic attendance area in which he/she resides. Parent or legal guardian requested student transfers will be considered if the circumstance meets at least one of the provisions outlined in these procedures and if the school being requested is not closed to out of district transfers.

B. Definitions:

1. Child Care: provided by a licensed childcare provider, family member or designated adult.
2. Before and After Care: Childcare provided by Calvert County Public Schools (CCPS) in the elementary schools.
3. Out-Of-District: The area located outside the geographic attendance area for a school and within Calvert County's geographical area.
4. Out-of-County: The area located outside of Calvert County's geographical area.

II. Limited Circumstances for parent or legal guardian requested student transfers

A. Requests for student transfers must meet at least one (1) of the following circumstances/ provisions to be considered:

1. Course of Study
2. Child Care (grades K-8)
3. Certain Health-Related Conditions
4. Certain Employee Circumstances

III. School Closed to Transfers

A. Space availability in the receiving school or school program will be considered in each circumstance. Any transfer requests that are received after a grade level or school is closed will be denied.

B. The decision to close a school, a grade level at a school, or a regional program will be based on the curricular program being implemented, the instructional program being delivered, and the facilities available to each grade to accomplish the curricular and instructional mission.

- C. Directors of Student Services, Instruction, Human Resources and the Principal will analyze the following factors and will make a recommendation to the Superintendent or his designee as to whether a school/ grade should be closed:
  - 1. The effect of increased numbers on the instructional program
  - 2. Average class size in general
  - 3. The ability of the school to provide effective supporting services to the students as measured by the appropriate ratio of adults to students. The ratio includes:
    - a. Mental health professionals to students
    - b. Administrators to students
    - c. Safety advocates to students
  - 4. Available staffing options
  - 5. Available teaching stations
  - 6. Number of students per grade
  - 7. Factors related to overall student performance
  - 8. Student attendance and discipline issues
  - 9. Specialized instructional programs
- D. The decision to close a school or a grade/class will be determined by the Superintendent/or his designee.

IV. Processing the Request

- A. **Requests for student transfers must be made annually, and approved student transfers are valid only for the school year for which the request is granted.**
- B. Calvert County Public Schools uses ScribOrder to process student transfer requests. The parent or legal guardian must go to <https://calvertmdc.scriborder.com> to request a student transfer. Directions for setting up an account and requesting a student transfer are located on this website.
- C. Course of Study
  - 1. Parents or legal guardians of students in grades 9 through 12 who require a course of study for graduation or a co-curricular activity not offered in his/her home school may request a student transfer. Co-curricular activities are defined as activities where after-school responsibilities must be fulfilled in order to receive in-class credit for the class/course. Parents and guardians requesting a transfer based on this provision must first make their request known to the home school principal and thoroughly investigate alternative ways to meet the course requirement.
  - 2. The Director of Student Services or his/her designee will determine:

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- a. If the course/program of study in question is offered in the home school.
  - b. If the course/program of study is offered in the school in which the parents/guardians are requesting the transfer.
  - c. If there is space available in the class/program being requested.
  - d. If there is the possibility of the student completing the requirement in his/her assigned school (as assigned in accordance with CCPS Policy # 3720 – Enrollment of Residents and Non-Residents) at another point or year in the student’s program of study.
- D. Child Care for the children of parents or legal guardians who are employed in a job that does not allow the parent/guardian to be home during the bus window or for the children of parents or legal guardians who are full time students themselves which does not allow them to be home during the bus window.
- 1. Parents/guardians of students in grades K-8 may request a student transfer from the home school to an out-of-district school if the student requires Child Care due to the parents’ employment schedule or full-time academic schedule. Parents/guardians will be required to provide proof of employment or full-time student status in order to qualify under this provision.
  - 2. Requests for student transfers must be accompanied with documentation from the childcare provider including the address, location, phone number, and license number (if there is one) of the childcare provider.
  - 3. The Director of Student Services or his/her designee will determine the validity of each request each year it is submitted.
  - 4. If a change in the child’s childcare provider occurs during the school year, the parent/guardian must submit a new student transfer request with updated information and the required signatures.
  - 5. The request for Before and After Care at elementary schools is not a valid request for a transfer.
- E. Health-Related Needs
- 1. Parents/guardians may request a student transfer to a school outside the geographic attendance area when a student’s documented chronic health condition would be severely compromised due to continued attendance in the assigned school.
  - 2. Requests for student transfers under this provision will only be considered when a Treatment Plan Form is completed by a physician or a psychiatrist and submitted along with the Transfer Request.
  - 3. The Student Services Team will periodically review the status of the student’s chronic health condition during the school year to determine whether to continue the out-of-district transfer based on the chronic health-related condition.

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F. Employee Circumstances

1. A CCPS employee who is a legal resident of Calvert County may request a student transfer for his or her child to the school where the employee is assigned.
2. If the employee has an elementary or middle school aged child and is assigned to a work location that does not service that child's grade level, the employee may request a student transfer to the elementary or middle school designated for the employee's work location.
3. Annually, the Superintendent or designee shall designate the schools to which employees may request student transfers under this "employee circumstance" provision. The designation will be based on the school's proximity to the work location. In no case will employees have more than one school option.
4. In the event that the school/grade level is closed, the student transfer will be denied.
5. Any employee who is a resident of Calvert County can apply for a transfer based on circumstances listed in A, B, C above.

V. Additional considerations and restrictions to the Student Transfer Policy

- A. Articulation from middle school to high school will occur only within the home school area. There is no guarantee of a student transfer to an out-of-district high school based on previous out-of-district status at the elementary or middle school levels.
- B. High school students who are found to use the student transfer policy for their own personal gain to play a specific sport may have their transfer revoked.
- C. If an older sibling attends an out-of-district school on an approved transfer, consideration shall be given to the younger sibling for an out-of-district transfer request. The student transfer request for the younger sibling must meet the same criteria in Section IV above. This case-by-case consideration will be based on space availability in the receiving school or school program.
- D. Pre-kindergarten out-of-district placement based on Maryland State enrollment guidelines shall not entitle that student to automatic out-of-district placement upon entering kindergarten or grade one.

VI. Exemptions

- A. Absent qualifying under one of the limited circumstances in Section IV, only documented, extreme hardship cases will be considered for a student transfer. Requests based on extreme hardship are considered but are not guaranteed for out-of-district status.
- B. Problems/conditions that are common to large numbers of families shall not be considered as meeting the hardship definition. Requests are not considered for enrollment in a new school because of recent redistricting, family convenience, participation in extra-curricular activities, provision of daycare/supervision not

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otherwise covered by these procedures, separation/divorce, because the student wants to remain with the same peer group or at the same school, or for similar reasons that are not directly addressed in this set of policy and procedures.

VII. Timeline

- A. Requests for student transfers must be completed by the parent or legal guardian of the student. Parents or legal guardians must go to <https://calvertmdc.scriborder.com> to request a student transfer.
- B. Requests for student transfers must be received in the Department of Student Services on or before February 15 (grades K-12) – If this date falls on a weekend, transfers will be due the following Monday.
- C. Requests made after this date may not be considered.

VIII. Notification

- A. Electronic notification of approval will be made available to parents or legal guardian for all approved transfers. Written notification will be sent to parents or legal guardians for all transfers that are denied.

IX. Transportation

- A. Transportation is the responsibility of the parent/guardian of the student receiving the transfer unless the student is approved for a transfer for Child Care and public-school transportation is provided from the approved provider's location.

X. Revocations

- A. An out-of-district transfer is a privilege, not a right, and may be revoked.
- B. All approved transfers are subject to further and ongoing review.
- C. An out-of-district transfer may be rescinded upon recommendation of the out-of-district principal of the transfer school and the pupil personnel worker (PPW) of the school when one or more of the following situations occur:
  - 1. The child's attendance, behavior, or grades are unsatisfactory.
  - 2. Parental involvement with the school is critical to student academic success but the parent consistently refuses to respond in a timely manner to administrators or staff members.
- D. An out-of-district transfer may be rescinded by the Department of Student Services when one or more of the following situations occurs:
  - 1. The child no longer meets the out-of-district transfer criteria.
  - 2. Falsification of information provided on the application is verified.
- E. The Principal or pupil personnel worker will make a recommendation for revocation to the supervisor/designee of the Department of Student Services prior to any decision.

XI. Appeals- Refer to Policy 1600 Regarding Appeals.

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