




Carroll County Public Schools

125 N. Court Street | Westminster, MD 21157

410-751-3000
410-751-3034 TTY
410-751-3003 FAX

Building the Future
Cynthia McCabe, Ed.D.
Superintendent

TO: Parents

FROM: Karl T. Streaker 
Director of Student Services

RE: Application to Enroll Non-Resident Out-of-County Pupils for the 2023-2024 School Year

The Board of Education recognizes as its first responsibility the education of school aged children who are bona fide residents of Carroll County. Only such bona fide residents are eligible to enroll in Carroll County Public Schools tuition free.

A bona fide resident is a child that actually lives within Carroll County with a parent or other person who has legal custody or legal guardianship of the child documented by a signed court order.

Under certain conditions, a non-resident child may be eligible to attend school in Carroll County with or without tuition based on the guidelines established in these regulations. A determination of non-resident eligibility will be made by the student services staff on a case-by case basis. The tuition charge for the 2023-2024 school year is \$9,018 for Maryland residents and \$16,655 for out-of-state residents.

1. Tuition free eligibility
 - a. Moving into Carroll County
 - b. Moving out of Carroll County
 - c. Temporarily living outside of Carroll County
 - d. Seeking guardianship (cannot be for school purposes)
 - e. Family Hardship (cannot be for school purposes)
2. Tuition based eligibility
 - a. Carroll County Public School employee (.6 to 1.0 F.T.E.)
 - b. Parent/Legal Guardian is employed in Carroll County
 - c. Child attends a licensed daycare program in Carroll County

Code of Maryland regulations §7-101.3 states, "if a child fraudulently attends a public school in a county where the child is not domiciled with the child's parent or guardian, the child's parent or guardian shall be subject to a penalty payable to the county for the pro-rated share of tuition for the time the child fraudulently attends a public school in the county." Furthermore, the parent/guardian is subject to prosecution for felony theft.

Requests to enroll a non-resident pupil should be made on the attached application and should be sent to Carroll County Public Schools, Student Services Department, 125 North Court Street, Westminster, Maryland 21157. Non-resident pupils will not be permitted to enroll or attend school until approved.

Non-Resident Student Application

General Information

I am applying for the child named below to attend a Carroll County Public School for the _____ school year.

Full Name of Child: _____ Requested School: _____

Gender (circle one): M F Date of Birth: _____ Grade: _____

Last School Attended (Name and Address): _____

Name of Applicant _____

What is your relation to the child? (circle one) **PARENT** **LEGAL GUARDIAN** **FOSTER PARENT** **OTHER:** _____
(specify relationship) _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____ Home/ Work / Other Phone: _____

Name of Parent (If not applicant): _____ Home Phone: _____

Address: _____ Work / Other Phone: _____

City: _____ State: _____ Zip: _____

Name of Parent (If not applicant): _____ Home Phone: _____

Address: _____ Work / Other Phone: _____

City: _____ State: _____ Zip: _____

Reason for Request (check appropriate section and provide information as indicated) Additional reasons on Page 2

☐ **Moving:** Parent/legal guardian is moving into, out of, or living temporarily outside of Carroll County up to 45 school days.

Address where you shall reside? _____ Date of Move: _____

Applicant must submit one of the following with this application: a signed contract on a home, a signed builder's letter, or a signed residential lease, including the following: Name, Address of Property, and Settlement Date

☐ **Guardianship:** Applicant is a bona fide county resident seeking legal court-appointed guardianship of the child. It is the practice of Carroll County Public Schools to deny entry if the guardianship change is due to the parent's desire to have the child educated in a preferred school system/ environment. Applicant must submit a copy of guardianship paperwork filed with the court-including case number and a letter of representation from an attorney verifying the pending guardianship change (if applicable). Must also submit a Power of Attorney document.

What is the reason for the guardianship change? _____

☐ **Family Hardship:** This application process is to be used only if the child does not qualify for kinship care.

Applicant is caring for a non-resident child because of a documented serious family hardship (death, serious illness, drug addiction, incarceration, abandonment and/or assignment to active military duty of the parent/ legal guardian) which prevents the parent/ legal guardian from caring for the child.

Applicant must attach documentation/written statement regarding the nature of the hardship

Contact information for authorities, agencies or individuals who can verify the family hardship claim:

NAME

AGENCY / TITLE

PHONE NUMBER

- ☐ **CCPS Employee (.6 TO 1.0 F.T.E.):** Applicant is a school-based employee (.6 TO 1.0 F.T.E.) who desires for their child to attend the school in which the employee works or a school that directly feeds into or out of the employee's school. Tuition will be charged at a rate of \$1,000/Child/Year for a Maryland resident and ½ of the current out of state tuition/Child/Year for an out of state resident. School Employee – **Position within CCPS:** _____
- ☐ **Employed in Carroll County:** Parent/Legal Guardian is employed in Carroll County – must submit proof of employment.
- ☐ **Licensed Daycare in Carroll County:** Child attends a daycare program located in Carroll County – must submit proof of daycare enrollment. This provision cannot be used for grades 9-11. School assignment may be based on enrollment status of the school.
- ☐ **Out of County Living Arrangement/State Supervised Care:** The child is placed by a State agency, a licensed child placement agency as provided by §5-507 of the Family Law Article, or a court in a county other than where the child's parent or legal guardian resides. Child in an out-of-county living arrangement does not include a child living with a relative, stepparent, or a person exercising temporary care, custody or control over a child at the request of a parent or guardian of the child. My signature below gives CCPS permission to release information to the Carroll County Department of Social Services. Applicant must submit the following with this application:
- Letter from placement agency verifying placement of child in the home of a Carroll County resident. Documentation must include child's name, date of birth, name of parent, address and county in which parent resides, and name and phone number of case worker.

Tuition

Carroll County Public Schools does not receive funding for students who are not bona fide residents. Therefore, a plan for payment will be established prior to the student attending to pay for the costs of educating the non-resident student.

Who will be responsible for tuition payments (If not the applicant) _____

NOTE: Students found to be attending and not paying tuition, may be charged retroactively. In Addition, the student may be withdrawn immediately from CCPS.

Verification of Information and Agreement to Conditions of Approval

I verify that this information provided in this application and supporting documentation is true. In addition, if tuition is charged, I agree to pay the tuition according to the terms set forth by Carroll County Public Schools. I understand that failure to make timely payments may result in denial of admission to Carroll County Public Schools, or if already attending, termination of enrollment. Those moving into the county must reside in Carroll County on a full-time basis as of the date indicated in this application. I understand that providing false information and/or commuting from another county/state for the primary purpose of attending Carroll County Public Schools is not permissible, subject to prosecution for felony theft.

Parent/ Legal Guardian Signature: _____ Date: _____

Parent/ Legal Guardian Signature: _____ Date: _____

If the applicant is not the parent or legal guardian, of the student on the application the signatures, along with the required documentation is also required below:

Applicant Signature (if not parent) _____ Date: _____

Applicant will be informed of decision in writing

FOR CARROLL COUNTY PUBLIC SCHOOL USE ONLY

☐ Approved ☐ Not Approved By: _____ Date: _____
Pupil Personnel Worker

Rev: _____ Date: _____
Supervisor of Student Services/Designee

- ☐ Moving
- ☐ Custody/Guardianship
- ☐ Family Hardship
- ☐ CCPS Employee
- ☐ Licensed Daycare
- ☐ Work in County
- ☐ OOCLA

- ☐ Tuition-free waiver all year
- ☐ Tuition
- ☐ 30 day waiver
- ☐ 45 day waiver
- ☐ Other Consideration

Conditions: _____
