

SCHOOL YEAR
2024-2025
 For Grades K-12

CARROLL COUNTY PUBLIC SCHOOLS OUT-OF-DISTRICT REQUEST

(For CARROLL COUNTY Residents ONLY)

DEADLINES: March 1, 2024 - to be considered in the event a lottery is utilized
August 1, 2024- for placement for the beginning of the 2024-2025 School Year
End of Quarter 1 through End of Quarter 3- for placement during the 2024-2025 School Year

****Prior to submitting this request, please review the Out-of-District Regulations on the back of this application to be sure that you meet the criteria.****

Student: _____ Date of Application: _____

Date of Birth: _____ Applying for Grade: _____

Parent/Guardian(s): _____ E-mail Address: _____

Current Street Address, City and Zip: _____

<i>Current School:</i>	
<i>In-District School:</i>	
<i>Out-of-District School Requested:</i>	
High School: See back regarding athletic eligibility.	

Phone (Guardian 1): _____ Work: _____

Phone (Guardian 2): _____ Work: _____

Please indicate the specific reason for the request:

A: Daycare B: Moving (provide POR) C: Request by staff member D: Continue in Current School

E: Sibling attends requested out of district school F: Other - please explain: _____

Name of Child Care Provider: _____	Phone: _____
Address: _____	
I verify that I provide childcare/supervision for the above referenced student on a daily basis throughout the school year.	
If the provider is a relative, indicate relationship to student: _____	
Signature of Child Care Provider: _____	Date: _____

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 OOD Request Form will be relied upon by the Carroll County Public Schools in 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 herein change. I further agree that in the event that I have provided false, incomplete or misleading information on this Out-of-District Form, my child will lose his/her enrollment eligibility in the requested OOD school and shall be returned immediately to his/her home attendance area school. I understand 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 through the completion of that school level, 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:

- Student's attendance, behavior or grades are unsatisfactory;
- Student no longer meets Out-of-District criteria;
- The information provided on the application, or supporting documentation, is false.

Signature of Parent/Legal Guardian

Date

PLEASE MAIL COMPLETED APPLICATION TO:

Carroll County Public Schools, Student Services Department, 125 N. Court Street, Westminster, MD 21157 (410-386-1520)

Requests must be postmarked by or personally delivered by the DUE DATE AS OUTLINED ABOVE.

This space is for the Department of Student Services ONLY.

Applying for: Open School Closed School: A _____ B _____ C _____ D _____ E _____ F _____

Request is: Approved DENIED

Signature of Pupil Personnel Worker: _____ Date: _____

Signature of Supervisor of Student Services (If applicable) _____ Date: _____

LOTTERY _____ Selected NOT Selected

Comments:

Summary of Regulations for Out-of-District Placement

Open Schools (At or below 96% capacity)

Open enrollment will be allowed, if seats are available and with transportation provided by the parent/guardian. The Student Services Department will determine the number of seats available in each school on an annual basis. If the number of Out-of-District requests for any school exceeds the seats available, a lottery system will be used to determine the selection of approved applications. The parent/legal guardian or eligible student will be notified if a lottery is going to be held.

Note: If a student currently attends a school with projected enrollment less than 60% capacity, the student may not be considered for an Out-of-District transfer out of that school, unless they meet the criteria listed below under "Closed Schools A, B, C, E, or F."

Closed Schools (At or above 97% 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. Except in rare and unusual circumstances, 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.
- 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. Siblings of students currently enrolled in the requested school.

High School Athletic Eligibility

A student may be eligible for athletics in only one out-of-district high school. A student may be approved to attend a subsequent out-of-district high school; however, he/she will not be eligible to participate in athletics. Students who are attending his/her home school are eligible to participate in athletics.

Students approved for an out of district placement to attend a different school from the one in which they are currently enrolled who are CCPS varsity athletes during the preceding year will be placed on restricted eligibility for one year for the corresponding sport(s). Administrative Regulation JPA: High School Eligibility defines Restricted Eligibility- student is not fully eligible to participate in extracurricular activities. Limited participation as part of a school sponsored team or group. May not participate in competition, public performances or leadership roles, but may participate in meetings and practices.