

PRE-K SPECIAL PERMISSION APPLICATION
2026-2027 SCHOOL YEAR
DUE BY MAY 15th

STUDENT NAME	STUDENT'S DATE OF BIRTH	NAME OF SCHOOL REQUESTED	NAME OF SCHOOL IN YOUR DISTRICT

If the Early Learning Department receives a Pre-K special permission application after the notified dates of June 1, July 1, or August 1, the applicant will be notified within fifteen (15) days of approval or denial for special permission.

Date of application*: _____

***If application is submitted after May 15th, indicate reason for late submission:** _____

Parent/Legal Guardian with whom the child resides:

Name(s): _____

Email: _____

Address: _____

Phone: _____

House # and Street Name

Apt. #

School student currently or most recently attended (if applicable):

City

State

Zip Code

REMINDERS TO PARENT/LEGAL GUARDIAN:

1. Pre-K classrooms may be "closed" when they meet the capacity guidelines set forth with the Blueprint for Maryland's Future Law.
2. The Coordinator for Early Learning will render a decision by the following:
 - Tier 1 student by June 1, 2026
 - Tier 2 student by July 1, 2026
 - Tier 3 student by August 1, 2026
3. If the request is granted:
 - A copy of the application will be sent to the parent/legal guardian, Department of Student Services, and the school principal.
 - Parent/legal guardian must contact the requested school for enrollment if their student is not enrolled.
 - Transportation to and from the assigned school will be the responsibility of the parent/legal guardian.
4. If the request is denied due to capacity guidelines, the student may be placed on a waitlist for the requested school.
5. The special permission approval is for **one school year only**. A new special permission application must be submitted annually.

INDICATE THE REASON FOR THE REQUEST:

- ☐ Childcare - Parent(s)/legal guardians are employed and the student, under the age of 13, stays with a sitter who resides in the school attendance area of the school where special permission is being requested. **Complete** information on the back of this form.
- ☐ We moved during the 2026-2027 school year within Washington County and would like our child to complete the school year at their current school.
- ☐ Unique set of circumstances. Describe circumstances below.

Signature of Parent/Legal Guardian

Parent - Return this application to the Early Learning Department at Center for Education Services.

Parent/Legal Guardian is required to complete the information below for a Childcare request

BEFORE AND AFTER SCHOOL CHILDCARE PROVIDER INFORMATION

Name of Childcare Provider: _____

Childcare Provider's Signature: _____

Childcare Provider's Address: _____

Childcare Provider's License No.: _____

or

Childcare Provider's Phone #: _____

Childcare Provider's Relationship: _____

Circle: Before School After School Overnight

Circle Day(s) care is provided: M T W T F

Mother or Court-Appointed Guardian

Place of Employment

Employer's Name _____ Phone _____

Employer's Address _____

WORK DAYS: (Circle) M T W T F

Work Hours: _____ to _____

OVERTIME: (Circle) No Yes

If yes, indicate amount/frequency _____

Father or Court-Appointed Guardian

Place of Employment

Employer's Name _____ Phone _____

Employer's Address _____

WORK DAYS: (Circle) M T W T F

Work Hours: _____ to _____

OVERTIME: (Circle) No Yes

If yes, indicate amount/frequency _____

PARENT – DO NOT WRITE BELOW THIS LINE

For Washington County Public Schools Use.

☐ Approved (coordinator to send the parent, principal, and Student Services a copy of this application/administrative assistant to update special permission status in the student information system). **Parent must contact the requested school for enrollment if their student is not enrolled.**

☐ Denied – Reason: _____

Coordinator for Early Learning Signature: _____ Date: _____