

ST. MARY'S COUNTY PUBLIC SCHOOLS

Department of Student Services

STUDENT TRANSFER REQUEST

Notice to Parent(s)/Legal Guardian(s): Permission to transfer from a school in the required geographic school attendance zone to another zone is a privilege that must be requested annually and approved. In many cases, a decision cannot be made until just before school begins as the decision is based upon seat availability. Parent(s)/legal guardian(s) must complete form PS 103 (Student Transfer Request) and PS 142 (Agreement for an Out of District School Placement). **The form must be signed and dated by all required parties prior to submission to the Department of Student Services.** Parent(s)/legal guardian(s) agree to transport the student to and from the requested school. For approved elementary school student child care situations, transportation will be provided by St. Mary's County Public Schools to the school for which the day care is zoned. Transfers for the purpose of participating in any co-curricular activities will not be granted. *If any information provided on this form is false or purposely misleading, St. Mary's County Public Schools reserves the right to immediately revoke the transfer.*

Name of Student _____ Student ID# _____ Birthdate _____ School Year ____ Grade ____

Name(s) of Custodial Parent(s)/Legal Guardian(s): _____ IEP ____ 504

Last First Phone Number E-Mail Address

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Physical (911) Address of Custodial Parent(s)/Legal Guardian(s): Mailing Address (if different from physical address):

Transfer Requested: FROM _____ TO _____
(School Assigned To) (School Requested)

Reason for Transfer: (Check one or more conditions that apply.)
See reverse side for explanations and required documentation and justification.
 Program of Study Final Year Completer School Year Completer Staff Request (Full-Time SMCPS) Pending Move
 Child Care (permitted for elementary school students only) *(Child care provider information must be completed below.)*

Name of Child Care Provider: _____ Phone Number for Child Care Provider: _____

Physical (911) Address of Child Care Provider: _____

I solemnly affirm under the penalty of perjury and upon personal knowledge that the content of the foregoing information is true. If this information changes at any point during the school year, it is the responsibility of the parent to contact the school. All daycare providers are subject to be verified by SMCPS at any time.

Signature of Child Care Provider: _____

I am requesting the transfer for the reason(s) indicated above and have attached all required documentation and/or a written explanation for the request as outlined on page 2 of this document.

Signature of Parent/Legal Guardian Date

Capacity Available
 School Capacity Not Available
 Grade Capacity Not Available
 Does Not Meet Transfer Criteria
 Violation of Past Transfer Agreement

Signature of Principal of Requested School Date

Return completed forms with signatures to: Director of Student Services, St. Mary's County Public Schools, 23160 Moakley Street, Suite 104, Leonardtown, MD 20650 (301-475-5511, ext. 32151)

Action of Transfer Request: ____ Approved for the current school year only.
 Parent(s)/legal guardian(s) must arrange/provide transportation to/from the requested school.
____ Denied. Student must attend school assigned to his/her address.
 School/Grade is at Capacity Violation of Past Transfer Agreement
 Does Not Meet Transfer Criteria

cc: Parent(s)/Legal Guardian(s)
Principal of Assigned School
Principal of Requested School

Director of Student Services/Director of Special Education Date

STUDENT TRANSFER REQUEST (CONTINUED)

ADMISSION OF TRANSFER STUDENTS (See Regulation JECA-R)

A request of parent(s)/legal guardian(s) for the transfer of a student from one geographic school attendance zone to another will only be given consideration if one or more of the following conditions are met:

- 1. Program of Study** (permitted for high school students only)
For a multi-year program of study not offered at the school servicing the student's assigned attendance zone. The parent(s)/legal guardian(s) must provide written explanation for the request. Parent(s)/legal guardian(s) will be responsible for the student's transportation to and from school. Any discontinuation of the program will result in the student's return to their home school.
- 2. Final Year Completer**
For 4th, 7th, or 11th graders moving within the county during the school year, the parents(s)/legal guardian(s) may request that the student remain at the school they are currently attending to complete the final year of attendance at that school. Parent(s)/legal guardian(s) must provide a written explanation for the request. Parent(s)/legal guardian(s) will be responsible for the student's transportation to and from school.
- 3. Pending Move**
For students from a family with specific plans to move into the school attendance zone within one semester. Copies of proof of purchase for a residence or a rental agreement must be attached to the transfer application. Parent(s)/legal guardian(s) will be responsible for the student's transportation to and from school.
- 4. School Year Completer**
For students of a family who are moving from one county school attendance zone to another during the school year. The parent(s)/legal guardian(s) request that the student be permitted to complete the school year in the currently enrolled school, and must provide a written explanation for the request. Parent(s)/legal guardian(s) will be responsible for the student's transportation to and from school. (Please provide a new proof of residence.)
- 5. Staff Request**
Full-time, benefit-eligible St. Mary's County Public School staff members may request a student transfer for their child. The parent(s)/legal guardian(s) will be responsible for the student's transportation to and from school. (The principal and staff member should reach an agreement regarding before and after school care for this child.)
- 6. Child Care** (permitted for elementary school students only)
For elementary school students only who are in child care situations such as daycare or before and after school care. Permission will be granted or denied based on school and classroom capacity. If request is approved, transportation will be provided by St. Mary's County Public Schools to the school for which the daycare is zoned. Child care is not a reason for transfer for middle and high school students.

Students will not be admitted to the requested school before written approval is received from all required parties.