CAROLINE COUNTY PUBLIC SCHOOLS
Application for Change of Student School Assignment

Please read the attached ***Regulation: Student School Assignment*** before completing this form. The parent or legal guardian must complete Part I and submit to Mr. Bill Allen, Caroline County Public Schools, 204 Franklin Street, Denton, MD 21629, (410) 479-3253. **All request forms for the next school year must be submitted no later than June 1. *All requests must be accompanied with a proper proof of residency for the stated physical address.**

PART I: SCHOOL ASSIGNMENT REQUEST

Name of Student: _____

Requested Grade SY 2015/2016:_____**Date of Birth:**_____

School Currently Attending:_____

Home School According to Residence:_____

Name of Parent/Guardian:_____

Physical Address**(with proper proof of address):** _____

Mailing Address**(if different from physical address):**_____

Telephone Number:_____**(please circle) Home Work Cell Message**

Requested School:_____**School Year: 20_____- 20_____**

Reason for Request: Please circle the numbers that apply. Only reasons listed in *Section E. Exemptions* will be considered:

1. **Final Grade**
2. **Move from attendance area**
3. **Move to attendance area** (Attach documentation, i.e., copy of lease, sales contract.)
4. **Program of study**
5. **Medical or mental health** (Attach documentation from a physician or mental health provider).
6. **Childcare for an elementary student** (Complete the information requested below):

   Name of Provider/Agency: _____

   Address: _____**Telephone:** _____

   Days and time supervision is provided:_____

   ***Signature of daycare provider*:**_____

7. **Sibling currently attending requested school/Name:**_____
8. **Family condition** (Attach explanation and any supporting documentation.)
9. **Pre-K availability (If approved only for PreK year, you are expected to transfer to home school).**
10. **Payment of out-of-county or out-of-state tuition (**Payment must accompany request)
11. **Out-of-county or out-of-state tuition waived.**

Additional explanation (Attach separate sheet if more space is needed):_____

_____

_____

I have received and read the information in *Regulation: Student School Assignments.* I understand that unless otherwise indicated, if this request is approved, transportation is not provided by CCPS. I have also provided the following for proper proof of residency:

☐ **electric bill** ☐ **gas/oil bill** ☐ **complete lease agreement** ☐ **mortgage statement** ☐ **property tax bill**

Signature of Parent/Legal Guardian:_____ **Date:**_____

PART II: School Assignment Decision

_____**Approved** ☐ **PreK only** ☐ **Thru grade**_____ _____**Denied (circle all that apply)**

a. Overenrolled/Underenrolled conditions **c. Lack of Appropriate Documentation**

b. Reason Inconsistent w/ Policy & Regulation **d. Application Late/No Unforeseen Emergency**

Signature of Supervisor:_____ **Date:**_____

(Supervisor will forward this copy of the decision to the parent/legal guardian; retain a photocopy for Pupil Services; and send a photocopy to the home school principal and the assigned school principal.)

APPEALS: Must be made in writing to the Superintendent of Schools, 204 Franklin Street, Denton, MD 21629 within 10 calendar days of the postmarked date of decision. Attach a copy of this form signed by the Supervisor. **11/2014**