

\* A student who lives outside Caroline County and whose parents or legal guardians pay the appropriate tuition may be allowed to attend an open school.

## Steps in Requesting a Change in School Assignment

1. The parent or legal guardian completes the *Application for Change of School Assignment* and attaches any supporting documentation.
2. With some exceptions, requests must be submitted to the Supervisor of Pupil Services between March 1 and June 1 for the next school year. Students must enroll and attend their assigned school while the request is being processed.
3. Parents are notified of the decision regarding K-12 requests by July 15 and Pre-K requests by August 15.

For K-12 requests, approval is granted for the duration of the time that the student is enrolled in the requested school; that is, through grade 5, 8, or 12.

Pre-K students must return to their home school for their kindergarten year.

4. Parents must complete a new *Application for Change in School Assignment* when the student changes schools.

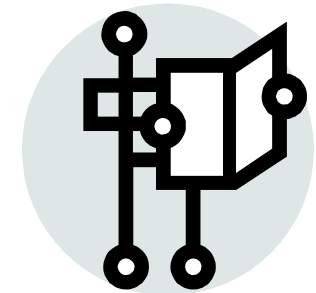
5. Denied requests may be appealed in writing to the Superintendent of Schools.

*For more information or a copy of the Regulation: Student School Assignments, please contact your child's school or the Pupil Services Department at (410) 479-3253.*

# Student School Assignments



Caroline County  
Public Schools



Pupil Services Department

410-479-3253



Students are expected to attend the schools within the attendance area in which they live with their parents or legal guardians. Requests for out of area transfers to open schools will be considered only in special circumstances. Requests for transfers in or out of closed schools will typically be denied except in the case of an irresolvable hardship.

Parents are responsible for providing transportation to and from the out of area school.

Students granted an out of area transfer are expected to maintain regular attendance, including arriving at school on time and remaining in school the entire day. Less than satisfactory attendance may result in the student returning to the home school.

## Key Terms

The attendance area is the geographic area from which a school's students are drawn.

A closed school is closed to student transfers in, due to over-enrollment, or closed to student transfers out, due to under-enrollment.

The home school is the school within the attendance area in which the student lives.

An open school is open for student transfers in or student transfers out.

An out of area transfer allows a student to attend a school other than the home school.

## Exemptions

The following circumstances may be justification for approving a request for an out of area transfer:

- \* A student who has completed grades 4, 7, or 11 and moves to another school attendance area may be allowed to complete the final grade in the original school,
- \* A student who moves to another address during the school year may be allowed to complete the school year in the original school,

\* A student whose family plans to move from one attendance area to another during the school year may be allowed to enroll in the school in the new attendance area,

\* A student who plans to pursue a course or program of study not offered in the home school,

\* A student with special medical, physical, or mental health needs,

\* An elementary student whose day care is in another attendance area,

\* A student who has a sibling attending a school outside their attendance area may be allowed to enroll in the same school,

\* A student who must live in another home due to unique family conditions may be allowed to enroll in a school in another attendance area,

\* An eligible Pre-Kindergarten student may be allowed to attend another school's Pre-K program if there are no openings in the home school,