

# Anne Arundel County Public Schools

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## *Out of Area Transfers*

Included in this document:

### Frequently Asked Questions (FAQ)

**(Read this first.** You'll find out how and when to submit your request, who is—and is not—eligible for an out-of-area transfer, and conditions of approval for remaining in an out of area school.)

### Out-of-Area Request Form

(Fill out this form electronically, then print it, agree to the conditions and sign it, and submit it to the principal of the school you are requesting a transfer to.)

If you are requesting transfer to a secondary school for a reason other than daycare or continuation, the application must be submitted to the principal of the *home* school. All other applications are to be submitted to the school you are requesting a transfer to.

### Verification of Daycare Services Form

(for students grade K-8 only)

### Letter to the Professional Community form

(for parents requesting a transfer based on a recommendation from a medical or mental health provider)



## Out of Area Transfer—Frequently Asked Questions (FAQ)

Read carefully these *Frequently asked Questions (FAQ)* **before** completing a request for an out of area transfer.

### 1. What is an out-of-area transfer?

An out-of-area transfer is a request for special permission for a student residing in Anne Arundel County to attend a school within the county other than the assigned boundary school (often referred to as the home school).

### 2. Where do I submit my out-of-area application?

*Between March 1–May 1:*

- Send requests based on a *professional recommendation* to:  
Anne Arundel County Public Schools  
Office of Pupil Personnel  
2644 Riva Road, Annapolis, MD 21401  
410-222-5326 | 410-222-5636 (fax)
- Send *all other requests* to the principal at the *requested* school.

*After May 1:*

- Send *all* requests to the AACPS Office of Pupil Personnel.

### 3. If my child already attends a school as an out of area approved student, how often do I have to re-submit an application?

You must complete and submit an application each school year. The continuation is not automatic and the application must be submitted to the school during the out-of-area application window, which is from March 1–May 1.

### 4. Where do I get the application?

Applications are available at [www.aacps.org/outofarea](http://www.aacps.org/outofarea). Applications may be submitted from March 1 to May 1.

### 5. How will I be notified about the decision for the request?

You will be mailed a copy of your original application with a decision indicated near the end of the form.

### 6. How can I find out which school is my child's "assigned boundary school"?

Go to *Locate your School* at [www.aacps.org/mapinfo.asp](http://www.aacps.org/mapinfo.asp).

### 7. What is a closed school?

All schools within the Anne Arundel County Public Schools (AACPS) are assigned a capacity in accordance with a prescribed formula as determined by the Maryland Department of Planning (MDP). Annually, each school undergoes a utilization study to determine how each instructional space within that school is utilized. Those results are then forwarded to MDP for certification of a state-rated capacity. In order to not purposely place a school over the state-rated capacity, the Board of Education, through review, approved the "90% Rule" in determining the maximum enrollment in which out of are transfers could be accepted into a school. Per review of the out of area process, the Board of Education determined that any school in which the enrollment exceeds 90% of the state-rated capacity (or, for Title I schools, exceeds 80% of the state rated capacity), shall be deemed closed to out of area transfers. Specific schools may also be closed due to individual circumstances.

### 8. Who may request an out-of-area transfer?

The parents or court appointed guardian.

### 9. Does my child have to be officially registered in an Anne Arundel County Public School to be eligible for a transfer?

Yes. The parent or court appointed guardian must enroll the child in the assigned boundary school prior to requesting an out-of-area transfer.

### 10. What if my child attends a private school?

Your child must first be enrolled in an Anne Arundel County Public Schools prior to submitting a request.

### 11. What if I refuse to send my child to the assigned boundary school?

Contact the principal of your child's school to discuss your concerns. Maryland law states that children between the ages of 5–16 must be enrolled in school. It is important to note that as of July 1, 2015, a student may not withdraw until age 17 and as of July 1, 2017, a student may not withdraw from school until age 18, except in a few special cases listed in the law.

### 12. Under what circumstances are transfers considered?

There are four reasons transfer requests are considered:

- **The family moves after the first day of school.**  
If a family moves out of the attending school's attendance area after the first day of school, the student may finish the current school year only. The following school year, the student needs to attend the assigned boundary school based upon the new address.
- **To complete the final year at a school.**  
If your child is in 4th, 7th, or 11th grade and you move within Anne Arundel County during the school year, your child may remain at the school to complete the final year of attendance at that particular school.
- **Daycare (for students Grades K–8 only).**  
Verification of daycare services must be completed and signed by the provider. We only consider daycare if you have a documented hardship (see below), which requires you to use a provider outside your assigned attendance area.
- **A professional recommendation**  
A physician or licensed mental health professional may recommend that a student attend a different school and must submit a letter explaining the need for the transfer. Please [click here](#) for a letter to submit to your provider. A recommendation which identifies a specific school for the student to attend is not appropriate and a revised letter outlining the needs rather than the specific location will be requested. The professional providing the recommendation should provide the diagnosis, treatment plan, and anticipated outcomes for the student. Anne Arundel County Public Schools will determine where the needs of the student can best be met.

**13. What do you mean by “documented hardship”?**

Documented hardship includes families with documentation supporting: participation in witness protection, protective orders, pending foreclosure, serious illness of parent, or other unusual and extraordinary circumstances.

There may be situations in which families who qualify under the *Interstate Compact on Educational Opportunity for Military Children* have circumstances that could be considered a hardship.

**14. What if my child is on an out-of-area transfer to a school for daycare but it is not due to hardship?**

Your child may continue to attend the school as an out-of-area transfer as long as the conditions of approval are met and your child is not riding an AACPS bus to and from the school.

**What about siblings?**

Siblings are treated separately. You need to provide documentation of a hardship.

**15. If my request falls into one of the categories above, will my request be approved?**

Your request will be approved if the requested school has adequate space or if it is not closed for other reasons such as construction or redistricting. Schools receive an open/closed designation based upon capacity. A school is also closed if it is under construction or the area has been redistricted. When a school reaches 90% of the state rated capacity, the school is closed to out-of-area transfer students (Title I schools are closed at 80%).

To find out if your school is open for out of area transfers, go to [www.aacps.org/html/schol/oat\\_transfers.pdf](http://www.aacps.org/html/schol/oat_transfers.pdf).

Please note, before and after care programs housed within schools are designed to meet the needs of the community. Parents should not enroll children in a before and after care program in a school outside their zoned attendance area and then ask for a transfer to that school. Such requests will be denied.

**16. Is there a deadline to apply?**

Yes, applications are accepted from March 1–May 1 for the following school year. Applications submitted after May 1 must include documentation of a bona fide emergency or event unforeseen prior to May 1. Examples include, change in employment with letter from your employer, being new to the school’s attendance area with a lease or settlement papers showing the move in date, police report, or protective order that should be considered.

**17. What if I have a reason that is not listed above?**

Call the Office of Pupil Personnel at 410-222-5326 to discuss your concern in greater detail.

**18. I live in Baltimore and want to apply for an out-of-area transfer; is this possible?**

Only residents of Anne Arundel County may apply for an out-of-area transfer. Out of county residents may not apply.

**19. Are there conditions for approval for an out-of-area transfer?**

Yes. These conditions include the student maintaining a “C” average, maintaining satisfactory attendance, 94% or better daily attendance, and no suspensions or expulsions from school.

**20. Is transportation provided?**

Transportation from established designated bus stops shall be provided for students who were granted an out-of-area transfer for daycare with a documented hardship as defined by the Division of Student Support Services.

Transportation is the responsibility of the parent or court appointed guardian for all other students attending a school as an out-of-area transfer.

**21. My child is bullied. Can I apply for an out-of-area transfer due to bullying?**

Although out-of-area transfers are not granted due to bullying, allegations of bullying are treated with seriousness and the school principal will respond to all incidents. AACPS is committed to a safe learning environment for all children. If your child is bullied, notify staff as soon as possible. Here is a link: <https://secure.aacps.org/bully/bullyForm.asp>



## Verification of Daycare Services (for students K-8 only)

Anne Arundel County Public Schools require students to attend school in their geographic attendance area. Each year, exceptions are made to assist parents and students who submit evidence of a documented hardship, so that a student can attend school outside of his or her home school area. Please have your daycare provider complete this form. This completed form must accompany your Application for Out-of-Area Transfer.

Name of Student	Hours at Daycare <i>From</i> _____ <i>To</i> _____ a.m. p.m.	Days per Week
Name of Facility/Private Provider	Telephone #	
Address	City/Zip Code	
Public School Neighborhood Children Attend		

**I verify that the above student is registered for daycare services as listed above.**

Print Name of Provider	Signature of Provider	Date
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*Guidelines for a Professional Recommendation to Move a Student from his Home School*

Dear Community Professional:

Anne Arundel County Public Schools requires students to attend school in their geographic attendance area (home school). The school system's goal is to meet students' needs in their home school. If a circumstance arises where it may be in the student's best interest to attend a school outside of their home area, a recommendation from a professional community resource may be considered as one factor in making a determination.

Anne Arundel County Public Schools will review letters from physicians and licensed mental health professionals submitted on letterhead with the date, a signature, and indication that the patient/client was seen within 60 days prior to the application. Your recommendations and intended outcomes are most critical when we review all data in granting this request. Please include all the following information in your request for an Out-of-Area Transfer, which will outline how this transfer is in the best interest of the student.

- Student's Name
- Dates student seen
- Grade
- Presenting Problem(s)
- Attending School
- Intended Outcome(s)

It is important to include a diagnosis and recommendations about what the student will need upon returning to school. The school placement will be based on need and it is not appropriate for a professional recommendation to include a specific school for the student to attend.

Families must submit a *Request for an Out-of-Area Transfer* along with your recommendation for consideration of transfer of their child.

Thank you for your assistance in working with the families and students of Anne Arundel County Public Schools as we try to meet their needs. If you have any questions regarding this letter, please contact me at 410-222-5326.

Sincerely,

A handwritten signature in black ink that reads "Deborah Wooleyhand".

Deborah Wooleyhand  
Pupil Personnel Worker  
Division of Student Service