



Date Received	Time Received	Date Entered into Chancery	Initials
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Request for an Out of Area Transfer

Read carefully the *Frequently asked Questions (FAQ)* (available online or from your school), **before** completing this form. Applications for the next school year **must be received between March 1 and May 1**.

Applications will not be accepted after May 1 without documentation of a bona fide emergency or event that could not be foreseen prior to May 1.

1. Out-of-Area Request

Student's Last Name	First	Birthdate (MM-DD-YYYY)	<input type="checkbox"/> Female <input type="checkbox"/> Male	Grade Entering
Assigned Home School		Requested School		School Year

This request is for a continuation of a previously approved transfer (entire form must be completed each year, see **FAQ #3**)

Mother's/Guardian's Name	Primary Phone	Secondary Phone	Email
Father's/Guardian's Name	Primary Phone	Secondary Phone	Email
Parent's/Guardian's Home Address (Where student is residing)	City	State MD	Zip Code

Choose the reason for which you are requesting an Out-of-Area Placement (FAQ #12):

- Professional recommendation** (with documentation from medical/mental health provider).
- Student is entering grade 5, 8, or 12 for the upcoming school year and this is a continuation.**
- Moving out of an attendance area but within the county** (only when a family moves *during the current school year* and lasts only until the end of the year).
- Moving into an attendance area** (within 90 days; documentation is required). **Family must currently live in Anne Arundel County.**
- Student is the child of a full-time employee of the requested school.**
- Daycare (K-8 only) is out of attendance area due to a documented hardship (FAQ #13)** (must include documentation of hardship & a completed *Daycare Verification Form*)...

<i>...and you must provide the following daycare information:</i>	Name of person/provider who will provide daycare for or will supervise your child	Care Provider's Phone
	Street Address of Daycare Provider	City
		State MD
		Zip Code

2. Parent Agreement

I hereby declare and affirm under penalties of perjury that the information provided above is true and correct to the best of my information, knowledge, and belief.

I understand and agree that, if false information is provided, the transfer will be denied or revoked.

Name of Parent/Guardian (Please Print)	Application Date
Signature of Parent/Guardian	Save a copy for your records.

3. Submitting your Request (FAQ #2)

Send Central Office requests to:

During the application period: Submit <i>Professional Recommendation</i> requests to the Central Office. Submit <i>all other applications</i> to the Principal of the requested school.	After May 1: Submit <i>all requests</i> to the Central Office.	Anne Arundel County Public Schools Office of Pupil Personnel 2644 Riva Road, Annapolis MD 21401	410-222-5326 410-222-5636 (fax)
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4. Decision on the Out-of-Area Request — Your request has been: Approved Denied

Office Use Only	Reason(s) for Denial	<input type="checkbox"/> Elementary grade level classes are full	<input type="checkbox"/> Reasons inconsistent with regulation
		<input type="checkbox"/> The school is closed to out of area students	<input type="checkbox"/> Lack of appropriate documentation
		<input type="checkbox"/> Application was late and unforeseen emergency, event, or move—after May 1—was not sufficiently documented	
		<input type="checkbox"/> Other:	
	Signature of Pupil Personnel Official/School Principal/Designee	Date	Code

For 6-12 only	Person acting on request	Title	Dates of contact with Principals Receiving	Assigned	Date of Home Visit	Date of Record Review
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5. How to Appeal this Decision

Appeals must be made in writing, and include all documentation along with a copy of this application signed by the designee of the receiving school:

Your appeal must be made within 7 calendar days of:

Superintendent of Schools, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, MD 21401.