



Out of Area Transfer: Request for Placement/Annual Continuation

- Student must be registered in an Anne Arundel County Public School prior to submitting the application.
- Return day care application & Verification of Daycare Services Form to the school for the area in which your provider resides.
- Return applications for continuation of placement to the school.
- Applications submitted after May 1st will not be accepted unless the student is new to the school attendance area or there is a bona fide emergency or unforeseen event—documentation of the emergency or unforeseen event must be included with the application.
- Send all other applications to: Office of Pupil Personnel, Anne Arundel County Public Schools
2644 Riva Road, Annapolis, MD 21401

Student's Name (Last)	(First)	(Initial)	Birthdate (MM-DD-YYYY)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
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Student's Assigned Home School	Student Number
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<input type="checkbox"/> A. Request for Transfer First time request? <input type="checkbox"/> Yes <input type="checkbox"/> No	or	<input type="checkbox"/> B. Request for Continuation of Transfer
I am requesting that my child Transfer to: (Name of School) (Grade)		I am requesting that my child Continue to Attend: (Name of School) (Grade)

Reason Out of Area Transfer is Requested (must be completed every year):

Mother's/Guardian's Name	Home Phone	Work Phone	Cell Phone
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Father's/Guardian's Name	Home Phone	Work Phone	Cell Phone
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Parent's/Guardian's Home Address (Street) (City) (State) (Zip Code)
 (Where student is residing) MD

Name of person/provider who will provide day care for or will supervise your elementary or middle school child	Care Provider's Phone
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Address of Care Provider (Street) (City) (State) (Zip Code)
 MD

Conditions of Approval— An Out of Area Transfer **must be renewed for each year** and is subject to:

- verification of information on this form,
- temporary reassignment of students by the Superintendent because of school construction, renovation, or an emergency situation,
- redistricting by the Board of Education,
- a change in procedures by the Board of Education or Superintendent,
- K-2 students maintaining satisfactory progress
- grade 3 and above maintaining a "C" average,
- maintaining satisfactory attendance—94% or better daily attendance and no more than 5 tardies in a marking period and production of lawful excuses for absences or tardies,
- student not suspended or expelled from school,
- any changes in student circumstances relevant to the reason(s) for the transfer (address, babysitting, employment, etc.).

Transportation is the parent's/guardian's responsibility. Out of area students are not permitted to ride an AACPS school bus. Failure to comply may result in the revocation of out of area approval.

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)	Date of Application
	Signature of Parent/Guardian	

Date Received	Time Received	Signature of Pupil Personnel Official/School Principal	Date
ACTION <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Signature of Approval	Code:
_____ Date entered into Chancery (Initials _____)			