



Guidelines for a Professional Recommendation to Move a Student from the 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 has been seen
- Grade
- Presenting Problem(s)
- Attending School
- Intended Outcome(s)

Please also include any steps that have been made to include the school in the treatment plan and the results of this collaborative effort. Please include contact information for potential follow questions, regarding the letter that is submitted.

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. Letters that include a specific school placement suggestion will not be accepted.

Families must submit a request for an Out-of-Area Transfer and a consent form 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 the Division of Student Services at 410-222-5284.

A handwritten signature in blue ink that reads "Laurie Jones".

Laurie Jones
Coordinator of Pupil Personnel
Division of Student Services