



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

(Request for an Out-of-Area Transfer—Spanish)

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	SIF Number	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). You must provide residency documents.
- 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.** The employee must reside in Anne Arundel County.
- 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*)

## 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 that if the reason for the approved out-of-area transfer no longer applies, the out of area may be revoked.
- An out-of-area transfer is a privilege and my child must maintain good attendance, grades, and behavior. If for any reason these areas are not upheld, the out-of-area transfer approval may be denied or revoked.
- I understand and agree that, if false information is provided, the transfer will be denied or revoked.

Name of Parent/Guardian (Please Print)	Signature of Parent/Guardian	Save a copy for your records.	Application Date
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## 3. Submitting your Request (FAQ #2)

Send Central Office requests to:

During the application period: Submit <i>Professional Recommendation</i> requests to the <i>Central Office</i> . Submit <i>all other applications</i> to the Principal of the requested school.	After May 1: Submit <i>all requests</i> to the <i>Central Office</i> .	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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Office Use Only	<b>4. Decision on the Out-of-Area Request</b> — Your request has been: <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>					
	Reason(s) for Denial <input type="checkbox"/> <i>Elementary grade level classes are full</i> <input type="checkbox"/> <i>Reasons inconsistent with regulation</i> <input type="checkbox"/> <i>The school is closed to out-of-area students</i> <input type="checkbox"/> <i>Application was late and unforeseen emergency, event, or move—after May 1—was not sufficiently documented</i> <input type="checkbox"/> <i>Other:</i>					
Pupil Personnel Official/School Principal/Designee (Please print)		Signature		Date	Code	
For 6-12 only	Person acting on request	Title	Dates of contact with Principals <i>Receiving</i>   <i>Assigned</i>	Date of Home Visit	Date of Record Review	

## 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:

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

**Your appeal must be made within 7 calendar days of:**