

Anne Arundel County Public Schools

Out-of-Area Transfers

Frequently Asked Questions (FAQ)

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

The following information is available online www.aacps.org/outofarea:

Out-of-area request Form

Daycare Verification Form

Letter to Professional Community – a physician or licensed mental health professional

Open/Closed school list

Board Policy JAB – Assignment and/or transfer of students to school

Board Administrative Regulation JAB-RA - Assignment and/or transfer of students to school

If you do not have access to a computer, you can access copies of these forms at your child's school.



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. Applications that are late (after May 1), will not be accepted, unless a documented emergency or unforeseen event prevented the application from being submitted on time. Include a letter stating the reason for the late application and any documentation to support the request.

- Incomplete applications will not be accepted and will be returned to the sender.

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. The new request should also include updated supporting documentation.

4. Where do I get the application?

Applications are available at 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.

Online requests are coming soon! You will then be able to apply and check the status of your request online.

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

Then you do not qualify for an out-of-area transfer request.

7. What is a closed school?

All 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-area 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.

Class sizes are also a factor in approvals for out-of-areas, regardless is the school is open.

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. Students that are not currently enrolled cannot submit a request.

10. What if my child attends a private school or is home schooled?

Your child must first be enrolled in an Anne Arundel County Public Schools prior to submitting a request. Any request for an out-of-area transfer from any family that is not currently enrolled will not be accepted.

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 Compulsory attendance law states that children between the ages of 5–18 must be enrolled in school. 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. Transportation is the responsibility of the parent or court appointed guardian. The family **must send updated residency documents** in with the application.
- **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. Transportation is the responsibility of the parent or court appointed guardian.
- **Daycare (for students Grades K–8 only).** The Daycare Verification form must be completed and signed by the provider and the parent or court appointed guardian. We only consider daycare if you have a **documented hardship** (see below), which requires you to use a provider outside your assigned attendance area. If transportation is being requested (and meets the community requirements for receiving transportation services) complete the second half of the form as well. If transportation is **NOT** needed, only complete the top of the form.
- **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. **A recommendation does not guarantee approval. 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. Transportation is the responsibility of the parent or court appointed guardian.

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

Documented hardship includes families with documentation supporting a serious illness of parent, or other unusual and extraordinary circumstance. Families may be asked to provide: A letter from an employer with work hours/schedule, financial records, daycare voucher or medical documentation of a serious illness.

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.

15. What about siblings?

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

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

Your request may 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.

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.

17. 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.

18. How can I find out which school is my child's “assigned boundary school”?

Go to Locate your School at <https://www.aacps.org/locateyourschool>. The click on: Obtain school locations based on your address here.

19. I live in outside of Anne Arundel County and want to apply for an out-of-area transfer; is this possible?

No. Only residents of Anne Arundel County may apply for an out-of-area transfer.

20. 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. Students that do not meet these standards may have the out-of-area transfer revoked or denied.

21. 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.

