



# Out of Area Transfer: Request for Placement/Annual Continuation

- **Student must be currently enrolled in an Anne Arundel County Public School** prior to submitting the application.
- **Applications submitted after May 1<sup>st</sup> will not be accepted** unless the student is new to the school attendance area or there is a bona fide emergency or event that could not have been foreseen prior to May 1<sup>st</sup>.
- **Return day care applications to the school** for the area in which your provider resides.
- **Return applications for continuation of placement to the school.**
- Send all other applications to the 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**

**A. Request for Transfer** First time request?  Yes  No **or**  **B. Request for Continuation of Transfer**

I am requesting that my child <b>Transfer to:</b> (Name of School)	(Grade)	I am requesting that my child <b>Continue to Attend:</b> (Name of School)	(Grade)
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**Reason Out of Area Transfer is Requested** (must be completed every year):

Mother's/Guardian's Name	Home Phone	Work Phone	Cell Phone
Father's/Guardian's Name	Home Phone	Work Phone	Cell Phone

Parent's/Guardian's Home Address (Street) (City) (State) (Zip Code)  
MD

Name of person/provider who will provide day care for or will supervise your elementary or middle school child Care Provider's Phone

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 the out of area application.

<i>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.</i>	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
<b>ACTION</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date entered into SASI (Initials _____)		Signature of Approval	Code: