

OUT-OF-DISTRICT REQUESTS FOR THE 2012-2013 SCHOOL YEAR

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Out-of-district applications are currently available in school offices. Board policy states that students who attend Carroll County Public Schools shall attend school in their designated attendance area. However, in very specific and limited circumstances, students may be placed in a school outside their attendance area if an approvable circumstance is deemed to exist.

Parents/legal guardians desiring an out-of-district placement for their child should carefully review the list of approvable circumstances listed on the back of the out-of-district application to determine whether the child meets the criteria for approval. Please review the out-of-district regulations in the Student Services manual for updates. The information can be found in Section I of the Student Services manual at www.carrollk12.org The Carroll County Public Schools' out-of-district policy and regulation will be strictly adhered to in making decisions regarding admission of students to schools outside of their assigned attendance area.

The following schools are designated as **"UNDER POPULATED"** for the 2012-2013 school year:

ELEMENTARY

Elmer Wolfe Elementary
Hampstead Elementary
Robert Moton Elementary
Winfield Elementary

MIDDLE

New Windsor Middle
Northwest Middle

HIGH

Manchester Valley High
North Carroll High

The following schools are designated as **"OPEN"** for the 2012-2013 school year:

ELEMENTARY

Carrolltowne Elementary	Mechanicsville Elementary
Charles Carroll Elementary	Mt. Airy Elementary
Cranberry Station Elementary	Parr's Ridge Elementary
Ebb Valley Elementary	Runnymede Elementary
Eldersburg Elementary	Sandymount Elementary
Friendship Valley Elementary	Spring Garden Elementary
Linton Springs Elementary	Taneytown Elementary
Manchester Elementary	Westminster Elementary

MIDDLE

East Middle	Oklahoma Road Middle
North Carroll Middle	Shiloh Middle
	West Middle

HIGH

Century High	Westminster High
Francis Scott Key High	Winters Mill High
South Carroll High	

All other schools are designated as “**CLOSED**” for the 2012-2013 school year. This means that any out-of-district application submitted for placement to a “CLOSED” school will be denied unless it meets the limited criteria for admission to a “CLOSED” school.

Parents/legal guardians who plan to submit out-of-district applications for the 2012-2013 school year need to be aware of the following procedures:

- It is the parent’s/legal guardian’s responsibility to obtain an out-of-district application from the school office or the Student Services Department. These applications will be available on December 5, 2011, *but not before*. Please be certain that the application obtained is for the 2012–2013 school year. Completed out-of-district applications may not be returned to the school office.
- The deadline for out-of-district applications for the 2012-2013 school year is **February 1, 2012**. Completed applications must be **postmarked or personally delivered** by the deadline date to:

Carroll County Public Schools
Student Services Department
125 North Court Street
Westminster, Maryland 21157

- Applications postmarked/received after the deadline date of **February 1, 2012** will be returned to the sender without consideration.

QUESTIONS REGARDING OUT-OF-DISTRICT ISSUES MAY BE DIRECTED TO THE STUDENT SERVICES DEPARTMENT AT 410-386-1520.

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