

CARROLL COUNTY PUBLIC SCHOOLS
OUT-OF-DISTRICT REQUESTS FOR THE 2011 - 2012 SCHOOL YEAR

On February 1, 2011, out-of-district applications will be 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 only Carroll County Public Schools designated as "OPEN" for the 2011-2012 school year are as follows:

<u>ELEMENTARY</u>	
Cranberry Station Elementary	Robert Moton Elementary
Ebb Valley Elementary	Runnymede Elementary
Elmer Wolfe Elementary	Sandymount Elementary
Hampstead Elementary	Spring Garden Elementary
Manchester Elementary	Taneytown Elementary
Mt. Airy Elementary	Winfield Elementary
Parr's Ridge Elementary	
<u>MIDDLE</u>	
New Windsor Middle	Northwest Middle
North Carroll Middle	Shiloh Middle
<u>HIGH</u>	
Francis Scott Key High	South Carroll High
Manchester Valley High	Westminster High
North Carroll High	

All other Carroll County Public Schools will be designated as "CLOSED" for the 2011-2012 school year. This means that any out-of-district application submitted for placement to a "CLOSED" school for the 2011-2012 school year 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 2011-2012 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 February 1, 2011, *but not before*. Please be certain that the application obtained is for the 2011-2012 school year. Completed out-of-district applications may not be returned to the school office.
- The deadline for out-of-district applications for the 2011-2012 school year is **April 1, 2011**. 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 **April 1, 2011** will be returned to the sender without consideration.

QUESTIONS REGARDING OUT-OF-DISTRICT ISSUES MAY BE DIRECTED TO THE SCHOOL'S PUPIL PERSONNEL WORKER, **Susan McFadden, 410-751-3106**