

# INFORMATION FOR SCHOOL NEWSLETTER

## CARROLL COUNTY PUBLIC SCHOOLS OUT-OF-DISTRICT REQUESTS FOR THE 2012 - 2013 SCHOOL YEAR

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](http://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.

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. 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 SCHOOL'S PUPIL PERSONNEL WORKER SUSAN MCFADDEN AT 410-751-3106.