

I. ENROLLMENT IN SCHOOL

A. Admissions

1. School Enrollment Eligibility Age:

- All individuals who are 5 years old or older, under age 21 and have not received a diploma, satisfied graduation requirements for a diploma, nor completed high school educational requirements in another country, shall be admitted free of charge to the public schools of this State.
- A person may be included in the student count if he or she is not yet (and will not become) age 21 on the first day (opening day) of the school year. This person may become age 21 on some subsequent date in the same school year.

2. Undocumented Students:

In 1982, the U.S. Supreme Court ruled in *Plyler v. Doe* [457 U.S. 202 (1982)] that undocumented children and young adults have the same right as a U.S. citizens and permanent residents to attend public primary and secondary schools. Like other children, undocumented students are required under state laws to attend school until they reach a legally mandated age. As a result of the *Plyler* ruling, public schools **may not**:

- Deny admission to a student during initial enrollment or at any other time on the basis of undocumented status;
- Treat a student differently to verify residency;
- Engage in any practices that “chill” or hinder the right of access to school;
- Require students or parents to disclose or document their immigration status;
- Require social security numbers as a requirement for admission to school, as this may expose undocumented status.

Students will be assigned a number generated by the school. A parent/legal guardian who is applying for a free lunch and/or breakfast program for a student and does not have a social security number need only state on the application that they do not have a social security number.

Also, the Family Educational Rights and Privacy Act (FERPA) prohibits schools from providing any outside agency – including the **Immigration and Naturalization Service (INS)** – with any information from a child’s school file that would expose the student’s undocumented status without first getting permission from the student’s parents. The only exception is if any agency gets a court order – known as a subpoena – that parents can then challenge. Schools should note that even requesting such permission from parents could act to “chill” a student’s *Plyler* rights.

Finally, school personnel – especially building principals and those involved with student intake activities – should be aware that they are under no legal obligation to enforce U.S. immigration laws.

B. Implementation

The Carroll County Public Schools will permit students who have not yet received a diploma, satisfied graduation requirements for a diploma, nor completed high school educational requirements in another country, to enter in a given year if they are not yet twenty-one years of age prior to the opening day of that school year. Students who have their twenty-first birthday before the opening day will not be admitted for that or subsequent school years. Appropriate plans should be made for such students through the pupil personnel worker assigned to that school prior to the termination of a school program.

The principal of any school is responsible for the registration of pupils. Appropriate orientation programs will facilitate securing the necessary data and introducing the school to students and their families.

Once students are enrolled a student number will be assigned (social security numbers will no longer be used as identification numbers)

- II. Students may only be registered by their parents or court appointed guardian. (A step parent or other family members may not register students.) Questions should be directed to the Pupil Personnel Worker assigned to the school.
- III. Documentation that must be presented by the parent in order to register their student is:

A. **Legal Proof of Age**

The Maryland Student Records System Manual requires presentation of evidence of date of birth at any time that a student enters a Maryland School System. Carroll County Public Schools require that a copy of this evidence be included in the student record for any student who enters a Carroll County Public School on or after January 1, 1997. Attach the copy to the Enrollment Form.

Documents acceptable as evidence of date of birth, include:

- Birth certificate (original or copy)
- Hospital certificate
- Physician's certificate (Signed statement by the physician or midwife who was in attendance at birth, as to the date of birth shown on their records)
- Baptismal or church certification
- Parent's affidavit (review with the Pupil Personnel Worker prior to accepting)
- Passport/visa
- Birth registration notice
- Official school record (if mailed, faxed, or if hand carried and date of birth confirmed by phone from sending school)
- Official court document indicating child's birth date

If none of these items are available, contact the Pupil Personnel Worker for assistance, who may, if appropriate, authorize alternate forms of proof of birth. If an alternate form is approved, it will be signed, titled, and dated by the PPW.

NOTE: The type of document submitted as evidence of birth must be noted on the SR Card 1.

B. **Proof of Residency**

The residence of the pupil shall, in all cases, be considered the same as the residence of the parents or other legally appointed guardians**. Attach a copy of the proof of residence to the Enrollment Form. Acceptable documents of **proof of legal residence in Carroll County** include a:

- **signed** contract on a home being built in Carroll County for families with approved non-resident or out-of-district status. Must be followed by another acceptable proof of residence once the family moves into the county or the district.
- a **signed** lease/rental agreement on a home/apartment in which the parent/legal guardian is currently residing
- a **current** rent receipt*
- a recent bill for a service delivered to the residence,* (i.e. BGE, land-line phone, cable, oil, water)
- a mortgage statement / bill*
- a **signed** settlement document
- a property tax bill from the current fiscal year indicating "primary residence"
- notarized Residence Verification Statement accompanied by an acceptable proof of residence for the owner/leasee of the property
- a deed (must show house number and street name – plat information is not acceptable)
- other (with prior Pupil Personnel Worker approval – Only)

***Date on document must be within 60 days of enrollment**

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**** If the family is not residing in the school's attendance area at the time of enrollment, do not enroll the student. Refer the family to the Pupil Personnel Worker to determine whether or not enrollment will be permitted.**

If none of these items are available, contact the Pupil Personnel Worker for assistance, who may, if appropriate, authorize alternate forms of proof of birth. If an alternate form is approved, it will be signed, titled, and dated by the PPW.

C. Completed Immunization Record

COMAR regulations require proof of age appropriate immunizations in order for a student to register in a Maryland Public School (see Immunizations).

- D. Safe at Home Address Confidentiality Program (ACP) – COMAR.01.02.11 allows victims of domestic violence to register with the ACP program to obtain a substitute address for enrollment in school and to receive mail. CCPS shall accept the substitute address upon verification of enrollment in the program. All inquiries about the ACP program shall be directed to the pupil personnel worker. Enrollment in school and/or a change of address to a substitute address shall not be done until the pupil personnel worker verifies enrollment in the ACP program.
- E. According to State guidelines, students are to be registered by their legal name. Any questions or concerns regarding this requirement should be directed to the Pupil Personnel Worker.
- F. Prospective students who are not bona fide residents should **NOT** be admitted. The pupil personnel worker should be contacted if the family desires to pursue a nonresident admission. (See Admission of Non-Resident Out-Of-County Students.)
- G. Requirements of this section shall be modified if the child is homeless. The pupil personnel worker will be notified immediately and will assist the school in the enforcement of the Stewart B. McKinney Homeless Assistance Act of 1994 (Public Law 103-382) which seeks to eliminate enrollment barriers (see Homeless Students).
- H. The principal shall immediately dismiss from school any student who does not meet the age requirement for school enrollment.
- I. The attendance of pupils from outside the school's attendance areas will be determined by the Student Services Department.
- J. Children who are age six may be placed in kindergarten if the parents and appropriate school personnel agree that this is the best school placement for the child.
- K. The Superintendent may deny enrollment for any student who is currently on extended suspension or expelled from another school system for a length of time equal to that suspension or expulsion.
- L. English language learners (ELLs) - Students whose native language is other than English should be enrolled and referred to the coordinator of ESOL services.
- M. Enrollment of Students in State Supervised Care – A child in State Supervised Care includes those students who are under the supervision of a private agency licensed by the Social Services Administration, the Department of Social Services, the Department of Health and Mental Hygiene, or the Department of Juvenile Services. A child in State Supervised Care may not be enrolled until approved by the Student Services Department.

- a. The persons authorized to enroll a child in State-supervised care in school are:
 - i. a parent, as defined in §.02(B)(6) of this Regulation;
 - ii. a placement agency caseworker;
 - iii. a foster parent, even if the foster parent has not been granted limited guardianship for educational decision making;
 - iv. a formal kinship care provider;
 - v. a parent surrogate;
 - vi. an education guardian;
 - vii. a residential child care program representative;
 - viii. the student, if the student is aged 18 or older;
 - ix. a court-appointed special advocate; or
 - x. a court-appointed attorney

- b. At the time of enrollment, the person enrolling the child shall:
 - i. Present documentation to the receiving school that identifies the person as one who is authorized to enroll a student as identified in Section III M.a. above;
 - ii. Present photo identification; and
 - iii. Complete a Non-Resident Pupil Application and attached the following:
 1. Proof that the child is in State-supervised care. Any one of the following documents shall be acceptable:
 - a. those parts of the most recent court order that establish legal custody; or
 - b. a letter on the letterhead of the placement agency that has custody of the child explaining that the child is in State-supervised care.
 2. Proof of the residency of the child with the following:
 - a. a letter from the placement agency with custody of the child verifying the address of the child's residence and
 3. Current proof as residence as outlined in Section III. b. of this procedure.
 4. Proof of birth as identified in Section III. 4. of this regulation.
 5. Current proof of Immunizations as identified in Section III.c. of this regulation.

- c. Upon approval by the Student Services Department, the school shall enroll the child immediately, if possible, but no later than two school days from the date of approval.
- d. If not already disenrolled from the sending school, the child shall be considered disenrolled upon enrollment at the receiving school.
- e. To the extent the sending school did not have or did not provide the records and the placement agency has access to them, the placement agency shall provide to the receiving school:
 - i. if applicable, the IEP or Section 504 Plan;
 - ii. immunization records;
 - iii. if applicable a blood lead testing certificate;
 - iv. birth certificate or other proof of age;
 - v. health records that are educationally relevant.
- f. If the placement of the child changes during the school year and the child's new address remains within the school boundaries, the placement agency caseworker shall send a letter to the school providing the new address, contact information, and any other relevant information.
- g. Each local school system shall identify a contact person to address issues of coordination, information sharing, decision making, and problem solving on behalf of children in State-supervised care. The contact person shall be the Supervisor of Pupil Personnel and Student Support Services.

N. ENROLLING MILITARY CHILDREN

The Interstate Compact on Educational Opportunity for Military Children was recently signed in to law by the federal government for the purpose of removing barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents. The term “Military Children”, as it pertains to this legislation, refers to any school-aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the military, members or veterans of the military who are severely injured and medically discharged or retired for a period of one year after the medical discharge or retirement, and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year. The law states that local school systems comply with the following:

EDUCATIONAL RECORDS AND ENROLLMENT

- If official educational records cannot be released to the parents for the purpose of transfer, unofficial copies must be provided to the parents by the sending school. Receiving schools are required to enroll and appropriately place the student based on the information provided in the unofficial educational records, pending validation of the official records.
- Sending schools have a maximum of 10 days to provide receiving schools with official educational records.
- Schools shall give students and their families 30 days from the date of enrollment to obtain immunizations required by the receiving school systems.

PLACEMENT AND ATTENDANCE

- When students transfer before or during a school year, the receiving school shall place the student in courses based on the student’s enrollment in the sending school.
- Program placement in the receiving school shall be based on the program placement and recommendations made by the sending school.
- School systems have an obligation to exercise flexibility in waiving course/program prerequisites or other preconditions for placement in courses or programs offered through the local school system.
- School systems shall have the discretion to grant additional excused absences to military children to allow them to visit with their parent / relative prior to leave or deployment of the parent.

ELIGIBILITY

- State and local educational systems shall facilitate the opportunity for military children’s inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

GRADUATION

- Local educational officials shall waive specific courses required for graduation if similar coursework has been satisfactorily completed in another local system or shall provide reasonable justification for any denial; if the waiver is not granted, the local education system shall provide an alternative means of acquiring the required coursework so that graduation may occur on time.
- If a military student who transfers at the beginning of or during their senior year and is ineligible to graduate from the receiving school systems after all alternatives have been exhausted, the sending and receiving schools shall ensure that student receive a diploma from the sending school system, provided the student meets the graduation requirements of the sending school system.

IV. Age at Entrance

Every child admitted to kindergarten in a public elementary school in the State of Maryland shall be at least five years old on or before September 1 for the year in which he/she applies for entrance into kindergarten.

A. Early Entrance to Kindergarten (EEK)

Parents seeking early entrance to Kindergarten for a child who turns age five between September 1 and December 1 of the year they are requesting early entrance shall complete an application at the child’s home elementary school. The application shall be submitted no later than May 1 of the year requesting early entrance and include a rationale and supporting documentation. The student will be scheduled for an assessment prior to July 1. The Director of Elementary Schools will notify the parent or guardian of the child’s performance on the assessment and of the decision regarding early entrance in writing no later than July 1.

B. Kindergarten Waiver based on Maturity

A child who resides in Carroll County and is five (5) years old on/or before September 1 in the year in which he/she is eligible for kindergarten may be exempted from mandatory school attendance for one (1) year if the child's parent/legal guardian believes that a delay in school attendance is in the best interest of the child. The parent/legal guardian must file a signed kindergarten attendance waiver application with the principal of the school his/her child is eligible to attend requesting the waiver **prior to** the opening of school of the year in which the child becomes five (5) years old. The deadline date for filing a waiver is the day before the first day of the school year*. In submitting the kindergarten attendance waiver, the parent understands that it is expected that the child will enter kindergarten the following school year.

**An exception to this filing date may be made only by the Director of Elementary Schools.*

C. First Grade

Every child admitted to the first grade in a public elementary school of the State of Maryland shall be at least six years old on or before September 1 for the year in which he/she applies for entrance. A local board of education may adopt a regulation permitting a five-year-old child, upon request of the parent, to be admitted to the first grade if the local Superintendent, or his/her designee, determines that such child has demonstrated capabilities warranting early admission.

CARROLL COUNTY PUBLIC SCHOOLS

Kindergarten Attendance Level of Maturity One Year Waiver Application

School Name _____

Child's Name _____ Date of Birth _____

Parent(s) Name _____

Address: _____

Telephone Number(s) Home _____ Work _____

- A child who resides in Carroll County and is five (5) years old on/or before September 1, in the year in which he/she is eligible for kindergarten may be exempted from mandatory school attendance for one (1) year if the child's parent/legal guardian believes that a delay in school attendance is in the best interest of the child.
- The parent/legal guardian must file a signed kindergarten attendance waiver application with the principal of the school his/her child is eligible to attend requesting the waiver **prior to** the opening of school of the year in which the child becomes five (5) years old.
- Deadline date for filing a waiver is the day before the first day of the school year.
- An exception to this filing date may be made only by the Director of Elementary Schools.
- In submitting the kindergarten attendance waiver, the parent understands that it is expected that the child will enter kindergarten the following school year.

Parent's Signature

Date

c: Student Services
School File
7/06, 1/09

ATTENDANCE

I. Legal Foundation

The legal foundation of these student Attendance Regulations and administrative guidelines is derived from Public School Law and compulsory School Attendance and Code of Maryland Regulation (COMAR) 13A.08.01, and Board policy, specifically as follows:

Public School Law:

- 7-103 Required School Days and Holidays
- 7-301 Compulsory Attendance Law
- 7-302 Report of Absences and Maladjustment
- 7-303 Special Programs for Disruptive Students
- 7-304 Suspension and Expulsion
- COMAR 13A.08.01 ... Students - General Regulations Effective July 1, 1990:
 - 3-801 Definitions - Juvenile Causes
 - 3-804 Jurisdiction of the Courts

Board Policy:

- JE - Student Attendance
- JEB - Age of Entrance

Age and Attendance

Persons are required to attend school as expressed in the following section entitled Compulsory Attendance. Persons who have not received a diploma or satisfied graduation requirements for a diploma and are not receiving special education services may attend school beyond age 16 if he or she is not yet (and will not become) 21 on the first day (opening day) of the school year. This person may become age 21 on some subsequent date in the same school year.

Students with Disabilities who Turn Twenty-One (21) during the Year

1. Students attending a Carroll County Public School who turn twenty-one prior to October 1 of the year, will exit Carroll County Public schools during the June graduation prior, or the date of the student's twenty-first (21st) birthday based upon the IEP Team decision of which the parent/legal guardian is a member.
2. Students attending a Carroll County Public School who turn twenty-one on or after October 1 of the academic year will be eligible to remain in the public school placement until the end of that school year graduation ceremony. The IEP Team may make a different decision based upon student needs, progress on the IEP and transition services and availability of services. The parent/legal guardian is a full participating member of the IEP Team that makes this decision.
3. A student enrolled in a nonpublic placement who turns twenty-one (21) after the start of an academic year and on or before December 31 of that year will exit the nonpublic placement in December. After December should a student turn twenty-one, he or she would exit the nonpublic program on their twenty-first (21st) birthday. (Per MSDE regulations for nonpublic programs)

II. Compulsory Attendance - Annotated Code of Maryland, 7-301

Each child who resides in this State and is five years old or older and under sixteen years of age shall attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in studies usually taught in the public schools to children of the same age.*

* *The phrase between five and sixteen years of age shall be construed to mean from the fifth to the sixteenth birthdays.*

A. Duty of Parent or Legal Guardian

Each person who has legal custody or care and control of a child who is 5 years older or older and under 16 shall see the child attends school or receives instruction as required by this section.

B. Application of Section

This section applies to any child who has a mental, emotional or physical handicap. This section does not apply to a child whose mental, emotional or physical condition makes his/her instruction detrimental to his/her progress; or whose presence in school presents a danger of serious physical harm to others. With the advice of the school principal, supervisor, pupil personnel supervisor, or visiting teacher, and with the written recommendation of a licensed physician or certified psychologist, the county superintendent may make other appropriate provisions for the free education of any student excepted from attendance under this subsection; or permit the parents/legal guardians of that student to withdraw him/her from public school, for as long as the attendance of the child in a public school would be detrimental to his/her progress or his/her presence in school would present a danger of serious physical harm to others. If a child is withdrawn from a public school under this subsection, the county board shall make other appropriate provisions for the education of the child. If an appropriate educational placement is not available immediately, the county board shall make interim provisions for the education of the child until an appropriate placement becomes available.

C. Penalties

1. Any person who induces or attempts to induce a child to absent himself/herself unlawfully from school or employs or harbors any child who is absent unlawfully from school while school is in session is guilty of a misdemeanor and on conviction is subject to a fine not to exceed \$500 or imprisonment not to exceed 30 days, or both.
2. Any person who has legal custody or care and control of a child who is 5 years of age or older and under 16 who fails to see that the child attends school or receives instruction under this section is guilty of a misdemeanor and:
 - a. for a first conviction is subject to a fine not to exceed \$50 per day of unlawful absence or imprisonment not to exceed 10 days, or both; and
 - for a second or subsequent conviction is subject to a fine not to exceed \$100 per day of unlawful absence or imprisonment not to exceed 30 days, or both.

III. Attendance-Taking Procedures

Close monitoring of student attendance requires attention, class by class. The keys to successful accounting of students are (a) the teacher, and (b) the direction or plan given by the principal.

Attendance Source Document

- A. Accurate attendance record keeping is important, especially from the beginning of school through September 30th. Every effort must be made to verify a student's presence or absence during this period, as well as throughout the year.

Effective for the 2007-2008 school year, all schools shall use direct computer input by the teacher with a printed source document (ATD17). The report shall be signed and dated weekly by the classroom teacher, or a long term substitute with access to SASI attendance, and returned to the attendance office for storage. (Signing this report acknowledges the days for which absences and tardies were recorded by the teacher of record. Absence reasons included in the report are for teacher information only and verification of such reasons remains the responsibility of the attendance office).

- B. Each school will establish procedures to get the source document from the homeroom/classroom teacher to the staff person responsible for entering this information into the automated system.

- C. These attendance source documents must be retained in the school for at least three school years beyond the year to which they pertain, or longer if an audit is unresolved. It is required that source documents be filed and labeled, so that contents are easily identified as well as the possible discard date. These files should be stored in a designated area, as directed by the principal.
- D. The default attendance code to be used in reporting attendance in SASI shall be UNV (unverified). This code will then be changed to the appropriate code once written documentation is received.
- E. Maintaining accurate records of late arrivals and early dismissals is also an important part of our attendance procedure. A late arrival/early dismissal log must be maintained as a source document. This log shall include a place for: date, student name, student signature, parent/legal guardian signature if available, time in/time out, and the signature/initials of the log monitor and other student identifiers as specified by the principal (see sample log). The student and, when possible, the parent/legal guardian, must sign in when the student arrives late or sign out when leaving early. Logs, where practicable, are to be maintained by an individual other than the person maintaining the attendance records submitted from homerooms or classes at the start of the day. School officials are responsible for updating the automated system with late arrival and early dismissal information. (For definition of tardy/half-day absence, see section IV.D.)

The late arrival/early dismissal log must also be retained in the school for at least three school years beyond the year to which they pertain, or longer if an audit is unresolved. These source documents shall be appropriately labeled and filed in the same manner described above.

IV. ABSENCES/TARDINESS CODES AND DEFINITIONS

A. SASI ATTENDANCE CODE CHART:

The following table applies to all using the SASI system.

SASI Code	Reason for Absence/Tardy	Attendance Code	Type of Absence/Tardy
A	Unverified	UNV	Unverified
C	Truant	M20	Unlawful
D	Tardy Unlawful	T80	Unlawful Tardy
E	Tardy Lawful	T82	Lawful Tardy
F	Early Unlawful	T81	Unlawful Tardy
G	Early Lawful	T83	Lawful Tardy
	Mid Day Leave	T84	Unexcused Leave
	Mid Day Leave	T85	Excused Leave
H	Hometeaching	HTA	Hometeaching is not counted as an absence of any type, but kept as a matter of record.
I	Illness	I02	Lawful
J	Court Summons	C04	Lawful
K	Violent Storms	V07	Lawful
L	Health exclusion	L17	Lawful
O	Other Emergency/Circumstances	E13	Lawful
P	State Emergency	E10	Lawful
Q	Grade out	GDO	School activity not counted as absence of any type
R	C.L.A.S.S	P18	Lawful
S	Suspension	S18	Lawful
T	Lack of Authorized Transportation	T19	Lawful
U	Activity previously approved as either school sponsored or sanctioned and endorsed by the school. (see explanation and examples)	ACE	School Activity not counted as absence of any type , but kept as matter of record. Student's absence must be approved in advance by the Principal
V	Those activities sponsored by the school (see explanation and examples)	ACT	School sponsored activity, not counted as absence of any type
W	Death in the Immediate Family	D01	Lawful
X	Work approved or sponsored by local school or school system	W08	Lawful
Y	Observance of Religious Holiday	R09	Lawful
Z	Other Unlawful Absence	021	Unlawful

B. Lawful Absences

- Code D01 Death in the immediate family - The immediate family shall include parent, siblings, grandparents, a person who is the primary care provider or anyone who lives regularly in the household of the student and others as determined by the school principal on a case by case basis.
- Code 102 Illness of the student - The principal shall require a physician's certificate from the parent/legal guardian of a student who is reported continuously absent for illness.
- Code C04 Court Summons
- Code V07 Violent Storms - Violent storms shall be interpreted to mean only those conditions of the weather which would endanger the health or safety of the student when in transit to and from school.

Note: Inclement Weather/Perfect Attendance - Attendance registers, during inclement weather, must show absence for students not in attendance. Code "V07" or "T19" may be used when bus transportation is not available. If this is the only absence for a student for the year, the SRC-1 may be coded as perfect attendance.

- Code W08 Work approved or sponsored by the school, the local school system or the State Department of Education, accepted by the local Superintendent of Schools or the school Principal, or their designees as reason for excusing the students.

- Code R09 Observance of a religious holiday

Absence from school, by students, due to participation in religious holidays will be considered as a lawful absence upon written request by parents.

Students who complete the school year with no other absences shall not be denied school attendance certificates where such are regularly awarded.

Also see Religious Observances elsewhere in this manual

- Code E10 State emergency

- Code E13 Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

Note: Family Travel/Activities - Family vacations during school days are strongly discouraged due to the impact they may have on school performance and grades earned. However, with prior approval, absences for family travel/activities will be excused and students will be permitted to make up missed work. Such excused absences should be coded "E13". In all cases, students are marked absent when not in school. If prior approval is not granted, such absences will be unexcused.

Both students and parents need to understand that some loss of learning opportunity is likely. For example, some school work such as class participation/discussion or laboratory experiments simply are difficult, if not impossible, to make up and therefore may have a negative impact upon a student's grade. Parents of students already having excessive absences and poor grades need to understand the implications of any extended absences.

Principals are to include reference to this administrative practice in Student/Parent Handbooks or school newsletters on an annual basis.

Note: Military Children - School systems shall have the discretion to grant additional excused absences to military children to allow them to visit with their parent / relative prior to leave or deployment of the parent.

Code L17 Health exclusion - the principal has determined the student does not have the proper immunizations for school attendance or the local health officer determines the student must be excluded due to the outbreak of a vaccine preventable disease.

Code P18 CLASS Program – Attendance in the short term suspension program at CLASS. Does not count as a student absence.

Code S18 Suspension

Note: Students who are on extended suspension may be required to attend an alternative program. Students who are on extended suspension and required to regularly attend an alternative program but do not do so will be considered unlawfully absent.

Code T19 Lack of authorized transportation* - This shall not include students denied authorized transportation for disciplinary reasons.

Code ACT School sponsored activities

Code ACE Activities sanctioned and endorsed by the school system

NOTE: Students shall be considered in attendance at school when participating in school-sponsored activities during the school day, and when that participation is approved by the superintendent of schools or the school principal, or their designees.

The student shall be marked present and no penalty such as denial of opportunity to make-up work or a lower grade is permitted.

Students can be permitted to be marked present with prior approval when attending activities:

1. School Sponsored Activities

(a) Band, (b) Chorus, (c) Student Government, (d) County Play Days, (e) Outdoor School Counselors, (f) Shop

2. Activities Sanctioned & Endorsed by Carroll County Public Schools

(a) 4-H State Fair, (b) Fool Proof, (c) State/National Congress Appointments, (d) Youth & Government Days, (e) Awards/Honors Ceremonies, (f) Leadership Conference, (g) College Visitations - 3 days per year, (h) Scholarship Testing Days, (i) Special Olympics

3. Case by case as presented to the Principal and approved.

Code HTA Hometeaching - A student who is placed on hometeaching by the student services department shall be considered present during the authorized period of hometeaching

C. **Unlawful Absences:**

An absence, including absence for any portion of the day, for any reason other than those cited as lawful is presumed to be unlawful and may constitute truancy. Unlawful absences may require a school conference between the appropriate school personnel and parent(s)/caretaker(s) and may result in a referral to the pupil personnel worker.

Code M20 Truancy

A truant is a student who is absent without lawful cause as defined above from such attendance in school for a school day or portion thereof. (School officials may consider students as truant when absent for unlawful reasons, when not following school procedures for proper reporting of absences and/or when failing to obtain parental permission for absences for all or part of a school day.)

Habitual Truant

A student is a habitual truant if he or she is unlawfully absent from school for a number of days or equivalent days in excess of 20% of the school days within any marking period, semester, or year.

Code 021 Other Unlawful Absences

D. **Late Arrival, Early Dismissal, Mid day Leave:**

Code T80	Late to school	Unexcused
Code T82	Late to school	Excused
Code T81	Early dismissal	Unexcused
Code T83	Early dismissal	Excused
Code T84	Mid day leave	Unexcused
Code T85	Mid day leave	Excused

E. **Guidelines for recording absences in SASI:**

Students Scheduled for a Full Day

A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for ½ day if in attendance for at least two hours of the school day, but less than four hours. A student in attendance for less than two hours of the school day is counted absent for the day.

Students Scheduled for a Partial Day

A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled.

*Example: A student scheduled for a two hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, the student will be counted absent for a full day**A student scheduled for a two hour block of time will be counted present for ½ day if the student is in attendance for one hour.*

Weather Delays / Early Dismissals

When school is 1 – 2 hours late:

Follow regular attendance guidelines

- If student attends **less than two hours**, the student shall be **marked absent all day**.
- If the student **attends at least two hours**, the student is **marked present half a day**.
- If the student **attends four or more hours**, the student is **marked present all day**.

When school is dismissed 2 hours 45 minutes early:

- If student attends school **less than two hours**, the student shall be **marked absent all day**.
- If the student **attends two hours or more**, the student is **marked present all day**.

V **Procedures to Verify Absences**

The principal of each school shall communicate the attendance regulations and procedures to students and parents/guardians each school year.

A. Pupil Accounting on a Daily Basis

1. At the beginning of the day, the home room teacher shall record absences through direct computer input.
2. The office should issue a morning list of all absentees for the entire school.
3. Each period, the teacher should check the class roll against the office absentee list. Any student absent from class and not included on the absentee list should be recorded on an appropriate school form and returned to the office by the end of the day.
4. When students are absent, arrive late, or leave school before the scheduled dismissal time, the parent(s), legal guardian(s), or eligible student shall provide an explanation of the absence to the school via written note, fax, e-mail or phone call. Phone verifications must be documented on the attached form and maintained in the school office. E-mail verifications must be printed and maintained in the school office.
5. The follow-up checking on unlawful absentees should be handled by the principal, assistant principal, or some other person who has been assigned this duty.

B. Each school shall follow procedures to verify absences and tardiness:

1. Place the burden of verification for any absence or tardiness on the part of the student and parent/legal guardian.
2. A maximum time that a parent/legal guardian may have to verify an absence/tardiness shall be 5 school days after the student's return to school. After 5 school days unverified absences/tardiness shall be coded as unlawful.
3. Establish a procedure for a medical verification of long term, consecutive or repeated absences due to illness.
4. Establish a procedure to accept an absence/tardy verification from an emancipated student.
5. Communicate school attendance guidelines to all parents and students.

Absence Verification via Phone

Today's Date: ___ Time of Call:

Student Name: _____ Grade: _____ HR/1st Mod Teacher: _____

Date(s) Of Absence: _____ Parent/Guardian Reporting: _____

Phone Number Where Parent/Guardian May Be Reached: _____

Reason for Absence:

Lawful Absence / Unlawful Absence (Circle One)

Call Initiated By:

___ Parent/Guardian
___ School

Staff Member Receiving / Making Call
(Print Name)

Signature



Absence Verification via Phone

Today's Date: ___ Time of Call:

Student Name: _____ Grade: _____ HR/1st Mod Teacher: _____

Date(s) Of Absence: _____ Parent/Guardian Reporting: _____

Phone Number Where Parent/Guardian May Be Reached: _____

Reason for Absence:

Lawful Absence / Unlawful Absence (Circle One)

Call Initiated By:

___ Parent/Guardian
___ School

Staff Member Receiving / Making Call (Print Name)

Signature

C. Procedures to Address Student Absenteeism:**1. Students who are absent at the start of the school year:**

Occasionally, the school obtains information via the teacher and other students regarding the whereabouts of students who are expected to report to school, but do not. At this point, school officials will attempt to contact the student or the home of the student. Those students not accounted for shall be referred to the Pupil Personnel Worker through Student Services Teaming meetings and/or administrative referrals. The Pupil Personnel Worker shall make an investigation that may include a search of enrollment in other schools, a home visit, a visit to neighbors, the post office, the place of employment of the parent, or contact with community agencies such as the Department of Juvenile Justice (DJJ), homeless or abuse shelters or the police. Students who cannot be accounted for shall be coded W-50 at the end of the month, and the investigation will continue.

2. Students who exhibit poor attendance:**Procedures for Attendance Concerns:**

If a student is absent for three (3) school days

- Teacher will call home
- Teacher will document call in the SASI ***Student Conference Atom***

If a student is absent 10% or more

- School Counselor, Nurse, Behavior Support Specialist, Special Education Case Manager etc. will initiate contact
 - Phone call to the parent
 - Meet with the student
 - Meet with the student and parent
- Letter one(1) Guidance Letter will be mailed
 - All attempts will be documented in the SASI ***Student Conference Atom***

If a student is absent 15% or more

- Assistant Principal will initiate contact
 - Phone call to the parent
 - Meet with the parent
 - Meet with the student and parent
 - Attendance contract should be considered
- Letter two (2) Assistant Principal Letter will be mailed
 - All attempts will be documented in the SASI ***Student Conference Atom***

- If a student is absent 20% or more

- Principal and or PPW will discuss next course of action
- PPW will hold a conference with the student and the parent to develop a plan to improve student attendance. Note: PPW's will not intervene until school based procedures have been implemented.
 - Attendance contract if not already implemented
 - Medical Verification could be required
 - Referral for Community Conferencing could be initiated
 - Referral to Department of Juvenile Services or State's Attorneys' Office as determined by the PPW.
 - All attempts will be documented in the SASI ***Student Conference Atom***
- PPW will summarize the attendance conference in a letter to the parent
- PPW may meet with the parent and student at Student Services

Community Resources available at any stage in the process as needed:

Get Connected Family Resource Center:	410-871-0008
Youth Service Bureau:	410-848-2500
Junction, Inc.	410-848-6100
Department of Social Services:	410-386-3300
Family Preservation:	See PPW
Community Conferencing:	410-848-6100
Villa Maria:	410-848-2037
ESOL Interpreters/Translators (CCPS):	410-386-1699

Directions for Using Attendance Forms in Word

Use the **Tab** key to fill in all blanks on the form. Please note that when you tab to a “his” “him” there will be a **pull down** to change to “her” or “she”

If you would like to change the wording or add something to a letter, do the following:

First, “Save As” under the students name.

Go to View at the top of the menu bar. Click on View, click on Toolbar, click on Form.

A Forms bar will appear with a button containing a lock. Click on the lock.
(This allows you to make changes to the form.)

Before closing, click on the lock again, then click save.

To Print the Address on an Envelope

Unlock the form (as directed above)
Highlight the Name and Address
Go to Tools/ Letters and Mailings/ Envelopes and Labels
Click on Print

Attendance Concern Table –Progressive Steps

- a. Level I – Teacher Contact
- b. Level II – Guidance Contact
- c. Level III – Guidance Letter
- d. Level IV – Assistant Principal Contact
- e. Level V – Assistant Principal Letter
- f. Level VI – Principal / PPW
- g. Level VII – Home Visit
- h. Level VIII – Legal Action

	Name	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII	Level VIII
<i>Ex.</i>	<i>Johnny Smith</i>	<i>Sept. 12</i>	<i>Oct. 8</i>	<i>Oct. 20</i>	<i>Nov. 10</i>	<i>Dec. 8</i>	<i>Jan. 10</i>	<i>Feb. 1</i>	<i>Mar. 4</i>
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16									

[SAMPLE ELEMENTARY SCHOOL COUNSELOR ATTENDANCE LETTER]

Re:
Grade:

Dear _____ :

In reviewing our school attendance records, it has come to my attention that _____ has been absent _____ days and tardy _____ times since the beginning of the school year. This accounts for more than 10% of our days in session this year. Research shows that good attendance plays an extremely important part in students achieving school success. Consequently, I become concerned for children who have missed this many days of school.

I realize that legitimate illnesses do occur and may account for your child's loss of instruction. I am also aware that children may be reluctant to come to school because of anxiety or other emotional concerns. If this is the case and you want or need support from the school, I will gladly make myself available to assist you. Simply call the school at _____ and ask for me. In my experience, I have found that communication and teamwork between the home and school are important in helping students with emotional concerns. We both know that better school attendance results in better school performance.

I look forward to seeing your child's smiling face entering the building as early as _____ each morning. Students who arrive early can get a head start on the morning work and on organizing themselves for the day. Students at _____ are expected to be in their seats no later than _____ a.m., with formal instruction beginning promptly at _____ a.m. Should you have questions about our school's attendance policy, you can refer to page _____ of the _____ - _____ School handbook. Thank you for your willingness to work with us in helping your child have a positive school experience.

Sincerely,

School Counselor

c Assistant Principal
Attendance Secretary
Pupil Personnel Worker

[SAMPLE SECONDARY SCHOOL COUNSELOR ATTENDANCE LETTER]

Re:
Grade:

Dear _____ :

It has been shown that a student's attendance has a significant bearing on academic success. Our records show that _____ has missed _____ days so far this school year. As of this date, it has been noted that _____ has been absent over _____ % of the total school days.

We realize that illness does occur and may account for this loss of instruction, but we wanted to make sure that you are fully aware of the total amount of time that has been lost. We are sure you share our concern and agree that a low number of absences is in your child's best interest.

We appreciate the efforts you make to keep us informed through notes and phone calls and hope to continue working with you to improve your child's attendance. If you have any questions or if we can be of assistance, please call us at _____ .

Sincerely,

School Counselor

c Assistant Principal
Attendance Secretary
Pupil Personnel Worker

[SAMPLE ASSISTANT PRINCIPAL ATTENDANCE LETTER]

Re:
Grade:

Dear _____ :

Our records indicate that _____ has now missed _____ days of school and has been tardy _____ times since the beginning of the year. As you know, school attendance is directly related to success in school. In this regard, I am encouraging you to take steps to ensure that _____ attends school on a regular basis.

The School Counselor has been in contact with you regarding our concern with _____'s number of absences from school. There has been little improvement in his attendance. State law requires regular school attendance, which is important to ensuring success in school. As you know the State of Maryland has set attendance standards. Satisfactory attendance is 94%, which means a maximum of 9 days of absence for the entire school year. _____'s current attendance rate is _____%, which is below the satisfactory level.

This letter is being sent to request that you meet with me and _____ to discuss ways his attendance can improve. Please call me at _____ between _____ a.m. and _____ p.m. to set up an appointment.

Your support and cooperation are vital in helping your child succeed in school. Please remember to call the school office between _____ and _____ a.m. if your child will be absent. His attendance will continue to be closely monitored. If your child continues to miss school, you will be required to meet with the Pupil Personnel Worker and or the Principal to discuss how we can work together to improve attendance. Written documentation is required by law for all absences. Absences will be coded "unexcused" when a note is not received or if the student is absent for reasons other than those considered legal by the State.

Please contact me if you have questions or concerns. Thank you again for your cooperation.

Sincerely,

Assistant Principal

c Pupil Personnel Worker
Team Leader
Student Attendance File
Administrator
Team School Counselor
Attendance Secretary

[SAMPLE STUDENT CONTRACT]

STUDENT CONTRACT

I, _____, promise to fulfill the following conditions at School during the first quarter of the _____ - _____ school year.

1. I will maintain 94% or better attendance. If I am absent due to illness, my parents/legal guardians will notify the school by _____ a.m. on the day of the absence (not more than 5 days absent this quarter).
2. I will provide a doctor's note for every day of illness. The note will verify that I was seen by the doctor and was too ill to attend school. I understand that failure to provide medical verification for an absence will be treated as school truancy. I will receive disciplinary consequences and zero credit for my work.
3. I will not be late to school or late to any class or leave school without permission from the school.
4. I will be polite to all teachers, staff members, and my fellow students.
5. I will not knowingly break any school rule.
6. If I have a concern that needs attention, I will seek the assistance of a staff member such as a teacher, counselor, or administrator.
7. Other: _____

In return for the above promises, _____ School will maintain my enrollment and will help me achieve my diploma.

Failure on my part to uphold the conditions of this contract may result in the following consequences including extended suspension from _____ School, enrollment in an alternative educational program, involvement with the State's Attorneys Office, the Department of Juvenile Services, and/or withdrawal from school.

Student's Signature

Administrator's Signature

Parent's /Legal Guardian's Signature

Date

[SAMPLE PRINCIPAL MEDICAL VERIFICATION LETTER – UNDER 16]

Re:
School:

Dear _____ :

Since attendance is mandatory, all students enrolled in Carroll County Public Schools must attend school unless legitimately absent due to sickness, a family emergency, suspension from school, observance of a religious holiday, or an activity outside the school approved previously by the Principal.

As the Principal assigned to _____, I am sending you this letter as a result of _____'s consistently poor attendance. To date, _____ has been absent _____ % (_____ out of _____) of the mornings and _____ % (_____ out of _____) of the afternoons.

“Unexcused” absence is against the law. Section 7-301 of the Education Article of the Annotated Code of Maryland states, *“Each person who has legal custody or care and control of a child who is 5 years or older and under 16 shall see that the child attends school or receives instruction as required by this section.”* Section 7-301e2 states, *“Any person who has legal custody or care and control of a child who is 5 years old or older and under 16 who fails to see that the child attends school or receives instruction under this section is guilty of a misdemeanor and; for a first conviction is subject to a fine not to exceed \$50 per day of unlawful absence or imprisonment not to exceed 10 days, or both; and for a second or subsequent conviction is subject to a fine not to exceed \$100 per day of unlawful absence or imprisonment not to exceed 30 days, or both.”*

Effective immediately and through the end of the _____ / _____ school year, we will no longer be able to accept any absence note written by you. Any absence due to illness must be verified by a physician or the school nurse. This specifically means that _____ will need to be seen by a physician and the physician must verify that he is ill and unable to attend school. If there is a problem getting _____ to the doctor, you may bring him in to see the school nurse in the morning to verify that he is ill. This documentation must be presented to your child’s teacher promptly upon returning to school. **If medical documentation is not presented, the absence will be documented as “unexcused” and _____ will be subject to disciplinary actions and possible referral to the States Attorney’s office or Department of Juvenile Services.**

I trust that you will make every effort to insure that _____ attends school each day on time. Should you have any questions, please contact _____ at _____ or _____ at _____.

Sincerely,

Principal

- c _____, Assistant Principal
- _____ , Pupil Personnel Worker
- _____ , School Counselor
- _____ , Attendance Secretary
- _____ , Nurse

File

10/08

[SAMPLE PRINCIPAL MEDICAL VERIFICATION LETTER – OVER 16]

Re:
School:

Dear _____ :

Carroll County Public Schools recognizes the relationship of regular attendance to the learning process. Students must be present in school to participate in classroom instructional activities that are vital to the educational program for all students. The Maryland State Department of Education establishes a school standard of 94% for regular, daily attendance. When students have poor attendance, schools are duty-bound to react.

As the Principal assigned to _____, I am sending you this letter as a result of _____'s consistently poor attendance. To date, _____ has been absent _____ % (_____ out of _____) of the mornings and _____ % (_____ out of _____) of the afternoons.

Effective immediately and through the end of the _____ / _____ school year, any absence due to illness must be verified by a physician. This specifically means that _____ will need to be seen by a physician and the physician must verify that he is ill and unable to attend school. If there is a problem getting _____ to the doctor, you may bring him in to see the school nurse in the morning to verify that he is ill. This documentation must be presented to your child's teacher promptly upon returning to school. We will no longer be able to accept any absence note written by you. Failure to provide medical verification for an absence or tardy will be treated as school truancy. Repeated school truancy may result in disciplinary consequences as determined by Principal _____ or Assistant Principal _____.

I trust you will make every effort to insure that _____ attends school each day on time. Should you have any questions, please contact _____ at _____ or _____ at _____.

Sincerely,

Principal

- c _____, Assistant Principal
- _____ , Pupil Personnel Worker
- _____ , School Counselor
- _____ , Attendance Secretary
- _____ , Nurse

File

10/08

[SAMPLE PPW ATTENDANCE CONFERENCE LETTER]

DATE

Name
Street
City , MD Zip

Re:
School:

Dear :

Since attendance is mandatory, all students enrolled in Carroll County Public Schools must attend school unless legitimately absent due to sickness, a family emergency (such as death in the family), suspension from school, observance of a religious holiday, or an activity outside the school approved previously by the Principal. Unexcused absences are against the law and excessive school absences, including tardies, can ultimately lead to legal consequences for the child and/or parent.

As the Pupil Personnel Worker assigned to , I am notified by the administration when students have accumulated excessive school absences and tardies. It has recently come to my attention that there are significant concerns about 's attendance for the year. Specifically, has been absent days and tardy an additional days. I understand that school personnel have attempted to discuss this concern with you, however has continued to miss school.

In order to develop a plan of action to address these issues, I have set aside time to meet with you and at the Student Services Department, Carroll County Public Schools, 125 North Court Street, Westminster, MD 21157 on at . I am hopeful that we will be able to resolve this matter satisfactorily at that time so that no further action will need to be taken. Please note that if you do not attend this conference, 's case will be forwarded to the State's Attorneys' Office for prosecution.

I look forward to meeting with you. Please contact Lois Witty at 410-751-3145 to confirm your attendance for this meeting.

Sincerely,

Pupil Personnel Worker

C: , Principal
, Assistant Principal
, Counselor
, Attendance Secretary
, Nurse
, Supervisor of Pupil Personnel
File

Documentation:

At each level of investigation and intervention, documentation shall occur. Such documentation shall include the date and name of persons involved. Documentation could be one or more of the following: telephone log, letter(s) to parent(s), summary of conversations including actions agreed upon; or a copy of referrals to agencies, their reactions, and actions to be taken. Such documentation shall be maintained for three years, or longer if an audit is unresolved.

At the end of the school year the Student Services Department will submit the total number of habitual truants to the Maryland State Department of Education as required by law.

VI Standard for Regular Attendance

Recognizing the relationship between good attendance and academic achievement, Carroll County Public Schools establishes a school standard of 96% for regular, daily attendance.

When students have poor attendance, schools will address this concern by utilizing suggested processes in "IX. Consequences of Absenteeism," below.

VII High School Attendance Statement

A. Carroll County Public Schools recognize the relationship of regular attendance to the learning process. Students must be present in school to participate in classroom instructional activities that are vital to the educational program for all students.

Local employers also place emphasis on the attendance records of their employees. Preparing students for the world of work, which Carroll County Public Schools view as one of their roles, includes an expectation of regular attendance.

B. Denial of credit for Excessive Absences:

A student absent a total of five or more school days during any nine-week marking period will receive no credit (F) for all courses during that marking period unless the student has:

1. Satisfactorily completed all make-up work assigned because of the absences before the end of the marking period.

Failure to complete the above criteria will result in an "F" for the course. (Appropriate modifications and accommodations will be made for student with disabilities under these regulations.)

Student absences due to religious holidays will not be counted as part of the five days. Parents must provide the school with a written request for an excused absence prior to each such absence.

VIII Consequences of Absenteeism

Schools may elect to address attendance concerns for individual students as it becomes clear that standards for regular attendance are not being met. Board of Education policy states that “the relationship between good attendance and academic achievement is well-recognized.” Therefore, the Principal or designee may initiate one or more of the following actions for excessive absenteeism:

- Referral to school attendance committee
- Referral to Student Services Team
- Probationary time period - verbal agreement
- Written contract
- Lunch detention
- After-school detention
- Saturday School
- Referral to Community Conferencing
- Removal of school privileges
- Restriction of extracurricular activities
- In-school suspension
- Referral to Pupil Personnel Worker
- Referral to the State’s Attorneys Office and/or the Department of Juvenile Services for legal action

Note: A student shall not be suspended out of school for truancy

3/06, 6/09

Actions taken should represent a continuum of consequences for increasing absenteeism. School officials may waive these actions when they are aware of circumstances beyond the student's control such as documented chronic illnesses, etc.

IX Make-Up Work Requirements

Each school shall have autonomy in developing procedures for determining when and how student assignments may be made up following lawful absences.

A suggested make-up policy for lawful absence should include:

- Individual student responsibility to request missed assignments upon returning to school.
- Parent encouragement for contacting appropriate school personnel to request assignments while students are remaining out of school for an extended absence.
- Providing assignments in advance of lawful absence greater than 2 days in length if requested by parent/legal guardian at least 3 days in advance of the absence and approved by the principal or designee.
- Students being given the number of days equal to the number of days absent to turn in completed make-up work unless a greater extension is granted by the teacher.

X Reward Process/Motivational Program

Each school shall have a committee charged with the responsibility of promoting good school attendance. Members may include school staff, parents, students, pupil personnel worker, and other interested parties such as business and industry representatives in the community. Moreover, the duties of promoting good school attendance may become a part of an existing committee's responsibility. The committee's mission is the development of a motivational program to reward and encourage regular school attendance depending upon the perceived needs and resources of that school community.

The attendance committee should consider age-appropriate ideas for students at their school. Some examples of rewards and incentives for each school level are:

XI Information Dissemination

Students, parents/guardians and community members will be given information regarding student attendance policy and procedures upon the opening of school each year. Principals may elect to use one or more of the following to accomplish this task:

- Student handbook
- Newsletter
- Brochure
- Press releases
- School assemblies and meetings
- Announcements
- Encouraging faculty members to discuss policy in class

Further, school staff members will be made aware of procedures through faculty handbooks and informational meetings.

XII Appeals Process

An appeals process with specific due process procedures for appealing decisions made at the school and central office levels is included under Due Process.

Revised 8/91, 8/92, 8/95, 8/97, 8/98, 8/99, 8/00, 7/01, 1/02, 8/02, 7/03, 8/03, 8/04, 10/05

ATTENDANCE AND PUPIL ACCOUNTING

- I. The use of automated data processing has eliminated the need for Pupil Attendance Registers and many other monthly and annual reports. Schools are required to maintain accurate enrollment and attendance information and to enter this data into the computerized attendance system daily in accordance with instructions found in the Student Information System's Manual and Attendance Manual. These instructions, as supplemented annually by the Student Services and Technology Services Departments, should be followed carefully. Questions should be referred to the Director of Student Services.
- II. Students enrolled in pre-kindergarten classes in Carroll County Public Schools are to be entered into the pupil accounting system on the day of their entrance. The rosters for such classes are to be maintained so that they are always current. It is important that all pre-kindergarten students be reported on September 30 of each academic year, as are all other students. Attendance is to be maintained but not entered into the data system daily. Year end summary information is to be entered at the end of the school year at the school.
- III. Some information which will continue to be collected in part or completely outside of the electronic system includes:
 - A. Report of Nonresident Pupils
 - B. Out of county living arrangements report
 - C. Kinship care report
 - D. Suspension Information
 - E. Emergency Procedure Cards
 - F. Out-of-District Pupils
 - G. Annual Organization Report
 - H. Annual Report of Enrollment and Attendance
 - I. Homeless student report
 - J. Other MSDE required reports

8/95, 7/05

STUDENT ENTRY, TRANSFER, WITHDRAWAL AND COMPLETION CODES

- I. Entry/transfer: the following codes will be used when a student enters/transfers into or out of a school.
- R Student is entering school for the first time in the current August/September-to-June reporting period. The student has not been previously enrolled in any school.
 - E Student is entering by transfer from another school (in or out of the LSS) attended during the current August/September-to-June reporting period. With the exception of entry codes 01 and 02, use the same codes as entry status R.
 - N Re-entry: Pupil is returning to school following a withdrawal termination (withdrawal status W), from any school during the current reporting period.
 - T Transfer to another school
 - W Terminated formal education
 - C Completed High School

These codes will be used for R,E,N,T except where indicated:

- 01 First time entry to school (R code only)
- 02 Continuing in same school (R code only)
- 06 Involuntary withdrawal – current reporting period (N code only)
- 07 Voluntary withdrawal current reporting period (N code only)
- 08 Re-entry after an involuntary withdrawal from a prior school year (R code only)
- 09 Re-entry after a voluntary withdrawal from a prior school year (R code only)
- 10 Transfer – same LSS
- 13 Transfer – MD Public School
- 14 Transfer – US Public School
- 15 Transfer – Local Non-Public
- 16 Transfer – MD Nonpublic
- 17 Transfer – US Nonpublic
- 18 Transfer – Foreign School
- 21 Transfer – Evening High School
- 22 Transfer – MD Institution
- 24 Transfer – Home Instruction (Parent)
- 25 Transfer – Schools In Improvement
- 26 Transfer – Un Safe School Choice
- 27 Transfer – Homeless

II Completion Codes

- C Completed High School
 - 60 Completed Requirements for a Maryland High School Diploma
 - 62 Student (with a disability) who completed requirements for a Maryland High School Certificate.**
 - 70 Early college admission, normally after grade 11.

*Students who complete grade 12 but do not graduate shall be coded as a “Non Promote.” If the student does not return to the school the following year, the student shall be withdrawn with the appropriate withdrawal code.

**If a special education certificate student completes the requirements for a Maryland High School certificate but goes on to participate in a Post Secondary Program at his/her home school, the student shall be coded as grade 34 by the home high school. Daily attendance shall be maintained in SASI at the home high school. If the student attends the Post Secondary Program at Carroll Springs School the student shall be transferred (T-10) from the home high school to the Post Secondary Program (school 717) and enrolled as an R10 in grade 34. The daily attendance of Post Secondary students shall be recorded in SASI. The student will receive a Maryland High School Certificate upon completion of Post Secondary Services.

When a special education certificate student completes the requirements for a Maryland High School certificate at the end of the senior year and chooses not to participate in the Post Secondary Program, a C62 completion code will be used in SASI. If after requiring a Maryland High School Certificate and prior to age 21, the student chooses to enter the Post Secondary Program, an R09 entry code shall be used to enter the student in SASI and the student will be identified as grade 34.

Note: A second Maryland High School Certificate will not be issued.

Note: A special education certificate student who completes eight semesters beyond 8th grade, and was scheduled to continue in Carroll County Public Schools Post Secondary Program, and chooses not to attend, will not be considered a withdrawal, but will be considered completing his/her program of studies and shall be coded a C62.

III. Withdrawal Procedures:

No pupil shall be withdrawn from school until the following criteria are met:

- A. The student must have met all legal requirements.
- B. The pupil personnel worker shall be notified to investigate the withdrawal.
- C. The withdrawal must be approved by an appropriate school official. Prior to the school official giving approval for the withdrawal, the school official should:
 1. Determine the reason or reasons why the student wishes to drop out
 2. Encourage the student to remain in school and in his/her present program, or remain in school with a change in program, if changes are possible, or transfer to an available alternative county program.
 3. Insure that the parent/legal guardian is informed, is in agreement, and, gives written approval. The signature of a step parent or other family member is unacceptable.
 4. Complete an Exit Interview Form with the student and parent/legal guardian.
 - a. C.O.M.A.R. 13A.08.01.07E requires school officials to conduct an educational interview with all students who leave school before graduation, or with their parent/legal guardian, or all of the above. At a minimum, the interview should encourage the student to remain in the student's current school program, consider enrollment in alternative school program, verify the reason or reasons, for a student dropping out of school, insure that the parent/legal guardian is informed, and provide the student with information about GED programs.
 - b. Implementation
 - School official holds conference with withdrawing student and parent/legal guardian
 - If a conference cannot be held at the school, the school official shall notify the Pupil Personnel Worker who will facilitate the completion of the Exit Interview Form
 - School official completes the Exit Interview Form and provide GED information to the student.

- Parent/student signatures will be signed in the Statement of Conditions section of the form
- Copies of the Exit Interview Form shall be filed as indicated on the form

c. Probationary Placement

A student who withdraws from Carroll County Public Schools shall successfully complete a probationary placement in an alternative program, as determined by the student services department, before returning to a comprehensive high school.

D. When withdrawing a pupil, the following codes shall be used:

- W30 - Illness: medical certification required
- W31 Academic: Student, 16 years and older, who drops out due to lack of academic success, including low grades and/or grade retention.
- W32 - Discipline: Student, 16 years and older, who voluntarily drops out due to continual disciplinary problems, as documented by multiple office referrals and/or suspensions, but who has not been formally expelled from school.
- W33 - Lack of Interest: Student, 16 years and older, who drops out of school due to a lack of personal motivation or interest to continue his/her education.
- W34 Employment: Certified by documentation and the student is unwilling to remain in a regular or alternative educational program.
- W35 Marriage: Certified by documentation
- W36 Military Service: Certified by documentation
- W38 Court Action: A student who is committed by court order to an institution without an educational program.
- W39 Economic Reasons: A student, 16 years and older, who leaves school due to a lack of family support or has caretaker responsibility for the extended family, excluding his/her own children as documented by a social agency.
- W40 Expulsion: Under 16. Required withdrawal from school for disciplinary reasons of a student under 16 years of age by the direction of the Superintendent or designee.
- W41 Immaturity: Immaturity under age six. Used in pre-kindergarten, kindergarten, and first grade, with appropriate documentation.
- W42 Special Cases: Other reasons with Superintendent's/Superintendent's Designee approval. For students under 16 years of age.
- W43 Death
- W44 Parenting: Any married or unmarried student, 16 years and older, who leaves a regular or alternative educational program due to his/her responsibilities for child care and rearing of his/her children.
- W46 Expulsion Age 16 and Over: Required withdrawal from school for disciplinary reasons of a student, age 16 years and older, by the direction of the Superintendent or designee.

W50 Whereabouts unknown: Any student who is not known to have enrolled (on the basis of transcript request or other information) in another school or whose whereabouts is unknown as documented by an appropriate governmental agency (i.e. Juvenile Services). A student who is known or suspected to be abducted, as documented by an appropriate governmental agency (i.e., law enforcement officials or social security)

W71 - Pregnancy

E. Date of Withdrawal

- a. For withdrawals during the school year, the date of withdrawal entered into SASI should be the last day the student was in attendance.
- b. For withdrawals occurring during the summer, the date of withdrawal should be the date supplied to the schools from the 3-step Summer Withdrawal Process memorandum sent from Central Office, as outlined below:

“Any student who is active in Carroll County Public Schools at the end of a school year must have a Summer Withdrawal record entered into SASI if the student is not returning to Carroll County Public Schools. Even if the student was supposed to transfer to a feeder school, the feeder school becomes the school of record and a summer withdrawal record must be created. The procedure for entering a summer withdrawal record in SASI is as follows:

1. “No Show” the student to clear the current Enrollment Record (First Date of School).
2. Re-enroll student with the first Thursday prior to school opening.
3. Withdrawal the student with the first Friday prior to School opening.

Example: If the first day of school is Monday, August 25, a student should have an enrollment record of Thursday, August 21 and a withdrawal record of Friday, August 22 if the student is a “Summer Withdrawn Student.”



STUDENT EXIT INTERVIEW FORM

(To be used when interviewing a student who is dropping out of school)

Student Name: _____ DOB: _____ Current Grade: _____

ID #: _____ School: _____ Date of Interview: _____

Withdrawal code: _____ Official DOW: _____ Service Learning Hours Completed: _____

Issues leading to withdrawal: _____

Interventions: _____

<u>Date</u>	<u>Action</u>	<u>Comment</u>
_____	IEP/ARD meeting	_____
_____	Parent consultation	_____
_____	Teacher consultation	_____
_____	Guidance consultation	_____
_____	Administrator consultation	_____
_____	PPW consultation	_____
_____	Other (describe) _____	_____
_____	Records review	_____
_____	PDS card attached (copy)	_____

Total credits earned: _____

CCCTC Program: _____

Completed certificate: Yes No

Attendance for current year:

Days present _____

Days absent _____

Days tardy _____

Student's educational goal: _____

Student's career goal: _____

Copies to be distributed as follows:

White – Student Services Department

Yellow – Pupil Personnel Worker

Pink – Student's Cumulative file

Gold - Student

Please verify the following at the time of student withdrawal:

Current address: _____

Current phone number: _____ (home, work, or cell phone) E-mail (optional) _____

Student is residing with: Both parents Mother Father Guardian
 Other relative Foster parent Other Grandparent(s)

Mother/guardian's name: _____ Present for interview? Yes No

Mother/guardian's address: _____

Phone number: _____ (home, work, or cell phone) E-mail (optional) _____

Father/guardian's name: _____ Present for interview? Yes No

Father/guardian's address: _____

Current phone number: _____ (home, work, or cell phone) E-mail (optional) _____

STATEMENT OF CONDITIONS:

I, the parent/legal guardian of _____, understand the value of his/her completing high school and achieving a diploma. I acknowledge that my son/daughter can accomplish this by completing the requirements for graduation set forth here and explained to me.

However, at this time, I allow him/her to withdraw from CCPS. I understand that, should my child wish to re-enroll in CCPS, he/she can do so only by returning through a probationary placement determined by the Student Services Department. Only by demonstrating regular attendance, appropriate behavior, and measured achievement during his/her probationary placement, will my child be permitted to return to a comprehensive high school in Carroll County.

Student's career goal: _____

My signature below gives permission for CCPS to release information to the Carroll Community College Adult Education Programs.

Student signature if age 18 or older _____ Date _____

Parent/Legal Guardian signature _____ Date _____

Signature of Interviewer _____ Date _____

MOD	Class	Teacher signature	Grade	Book Returned?	Title, #, Price
1				Yes No	
2				Yes No	
3				Yes No	
4				Yes No	
5				Yes No	
6				Yes No	
7				Yes No	

Other obligations: _____

CCPS REQUEST FOR EARLY WITHDRAWAL

Student's Name: _____ Date of Birth: _____

School: _____ Grade: _____

PARENT'S STATEMENT:

I hereby request that my son/daughter _____ (name)
be approved for early withdrawal for the following reason(s): _____

REQUEST MUST BE SIGNED IN THE PRESENCE OF A SCHOOL OFFICIAL OR NOTARY PUBLIC

Parent Signature _____ Date _____

Witnessed by _____ Title/Seal _____

Signature _____ Date _____

SCHOOL'S STATEMENT:

Principal's Comments/Recommendations: _____

Pupil Personnel Worker's Comments/Recommendations: _____

Approved: _____ Director of Student Services _____ Date _____
--

ESTABLISHMENT OF PUBLIC SCHOOLS GEOGRAPHICAL ATTENDANCE AREAS

Section 4-109, Public School Laws of Maryland

- I. Subject to approval by the State Superintendent and in accordance with the applicable bylaws, rules, and regulations of the State Board, a county board may establish a public school if, in its judgment, it is advisable.

On approval by the State Superintendent, any school established under this section becomes a part of the State program of public education.

With the advice of the county superintendent, the county board shall determine the geographical attendance area for each school established under this section.

- II. Implementation

- A. All pupils shall attend the school designated for the attendance area in which they reside. The residence of the pupil shall, in all cases, be considered the same as the primary residence of the parent or other legally appointed guardian. Purchasing a property, renting, moving into another family's home, etc. while at the same time maintaining another residence in the county, will not constitute a reason for enrollment in the school in the attendance area of the secondary residence. All requests for exceptions to this policy shall be investigated by the Student Services Department and are subject to approval by the Superintendent of Schools or his/her designee. (See OUT-OF-DISTRICT REQUEST)
- B. If approval is given to a parent to have a pupil attend a school outside of the attendance area, transportation will be provided by the parent/legal guardian.
- C. The Supervisor of Transportation shall maintain maps and descriptions of attendance areas and shall make this information available to principals and other interested persons.

8/95, 3/06, 11/07

**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

POLICY JEA: STUDENTS ATTENDING SCHOOLS OUT-OF-ATTENDANCE AREAS

I. Transfer of Pupil Outside of Attendance Area

Students shall attend the school designated for the attendance area in which they reside. The residence of the pupil shall, in all cases, be considered the same as the primary residence of the parent or other legally appointed guardian. Purchasing a property, renting, moving into another family's home, etc., while at the same time maintaining another residence in the county, will not constitute a reason for enrollment in a school in the attendance area of the secondary residence. In specific and limited circumstances, students may be considered for placement outside their designated attendance area. The Department of Student Services will receive and investigate requests for out-of-district placements. These written requests from parents or legal guardians may be granted if the school has adequate space and facilities to accommodate the pupil, and if an approvable circumstance is deemed to exist. If the out-of-district request is approved, transportation to and from the assigned school will be the responsibility of the parent/legal guardian. All applicants for an out-of-district placement must submit a request on an annual basis by April 1st.

- A. All applicants must meet the requirements in place at the time of review of the application by the Pupil Personnel Worker.
- B. All students approved for out-of-district enrollment in a school designated for redistricting, with the exception of 5th and 8th graders must return to their home school at the time of redistricting (unless the school is designated an open school for out-of-district students).

II. Open Schools (Less than 90% of Functional Capacity)

- A. Childcare - Kindergarten through Grade 8 – The student must go to school from, or return from school to, a licensed childcare center or a home other than the student's own on a daily basis because both parents are employed and there would be no responsible adult in the child's home.
 - 1. Childcare criteria do not apply when the childcare is housed within a Carroll County Public School.
 - 2. Childcare will not be considered as a reason for out-of-district placement for students in grades 9-12.
 - 3. All childcare supervision shall be verified in writing on the out-of-district form and signed by the childcare provider.
 - 4. If the childcare provider changes during the school year, the parent/legal guardian and the childcare provider shall notify the appropriate Pupil Personnel Worker, in writing, including a signed statement from the new childcare provider.
- B. Moving - The applicant must provide a copy of a contract with a proposed settlement/moving date at time of application.
 - 1. Student is a member of an in-county family with specific proof of plans to move into the requested school's attendance area during the current school year.
 - 2. Student is a member of a family that moves from one in-county attendance area to another in-county attendance area during the current school year.

- C. Senior Year - Student is a current 12th grader who wishes to complete the high school program where the student attended and successfully completed the eleventh grade.
- D. School Based Staff Member (.6 to 1.0) – A child of a .6 to 1.0 F.T.E. staff member may be approved for an out-of-district placement in the school where the staff member is assigned or a school that directly feeds into or out of the staff member’s assigned school.

III. Closed Schools (At or above 90% of Functional Capacity)

- A. Moving - The applicant must provide a copy of a contract with a proposed settlement/moving date at time of application.
 - 1. Student is a member of an in-county family with specific proof of plans to move into the requested school’s attendance area during the current school year.
 - 2. Student is a member of a family that moves from one in-county attendance area to another in-county attendance area during the current school year.
- B. Senior Year - Student is a current 12th grader who wishes to complete the high school program where the student attended and successfully completed the eleventh grade.
- C. School Based Staff Member (.6 to 1.0) – a child of a .6 to 1.0 F.T.E. staff member may be approved for an out-of-district placement in the school where the staff member is assigned or a school that directly feeds into or out of the staff member’s assigned school.

IV. Implementation

- A. For the purpose of out-of-district enrollment, a school will be designated as closed at 90% of the functional/and or state capacity of the school.
- B. Parent(s) or legal guardian(s) may obtain an Out-Of-District Application from a school or the Department of Student Services.
- C. Applications must be submitted on an annual basis by April 1st.
- D. The completed application and all supporting documentation shall be mailed or personally delivered to the Student Services Department, 125 North Court Street, Westminster, Maryland 21157 by April 1st. Newly Hired CCPS staff members, to whom this regulation applies, must submit an application within two weeks of accepting employment with Carroll County Public Schools.
 - 1. Mail - The deadline for the Student Services office to receive the completed application and all supporting documentation by mail is 4:00 p.m. on April 1st. If April 1st is on a Saturday, or a Sunday, the deadline will be 4:00 p.m. the following Monday.

Any application received by mail is timely if it arrives by 4:00 p.m. on April 2nd and if the U.S. Postal Service has affixed a postmark on the envelope verifying that the application was mailed on or before April 1st. If the postmark is illegible, the applicant’s affidavit on the envelope, indicating that the application was completed and mailed before April 1st is sufficient.

Applications and supporting documentation received after the deadline will be returned to the sender without being considered. If an applicant believes the application is late due to exigent circumstances, the applicant may submit a written appeal to the Supervisor of Pupil Personnel & Student Support Services.

The mailing address is: Student Services Department
Carroll County Public Schools
125 North Court Street
Westminster, MD 21157

2. Personally Delivered - The completed application and all supporting documentation must be received by 4:00 p.m. on April 1st. If April 1st is on a Saturday or a Sunday, the deadline will be 4:00 p.m. on the following Monday.
 3. Fax - An application and supporting documentation may not be faxed.
- E. The Pupil Personnel Worker will investigate any request received by the April 1st deadline and approve or deny the request according to Carroll County Public Schools' regulations.
- F. Student Services staff will render a decision by May 1.
- G. An exception to the out-of-district regulation may be granted by the Supervisor of Pupil Personnel and Student Support Services in rare and unusual circumstances when a significant documented hardship is deemed to exist by Student Services staff. Problems that are common to large families do not constitute a hardship, absent additional compelling factors. Exceptions will not be made for redistricting, family convenience, participation in extracurricular activities, provisions of daycare/supervision not otherwise covered by this regulation, separation/divorce, or the student's desire to remain with the same peer group/at the same school.
- H. Requests for Medical, Psychiatric, or Emotional Reasons – The Student Services Department will review such requests based on the criteria for out-of-district placement. Any request that includes information about an alleged medical, psychiatric, or emotional condition will be forwarded to an IEP/504 screening committee to review the information and take appropriate action as warranted. Should the out-of-district request be denied by the Pupil Personnel Worker, unless the IEP team/504 team makes a change in placement, the out-of-district placement denial shall be the final decision.
- I. Written notification of the decision regarding out-of-district placement will be sent to the applicant, the out-of-district school, and the in-district school.
- J. Enrollment of the student will not begin until the out-of-district application has been approved, in writing, by the Department of Student Services.
- K. Applicants may appeal decisions that deny an out-of-district request.
1. The appeal of the Pupil Personnel Worker's decision shall be addressed in writing to the Superintendent of Schools, 125 North Court Street, Westminster, Maryland 21157. Appeals and all supporting documentation must be received no later than 10 working days after the decision of the Pupil Personnel Worker.
 2. The appeal of the Superintendent or Superintendent's Designee shall be addressed to the President of the Carroll County Board of Education, 125 North Court Street, Westminster, Maryland 21157. Appeals and all supporting documentation must be received by the President of the Board of Education within 30 days after the decision is rendered.

- L. All out-of-district approvals are subject to further and ongoing review and may be rescinded upon recommendation by a Pupil Personnel Worker if one of the following conditions exist:
 - 1. Child's attendance, behavior, or grades are unsatisfactory,
 - 2. Child no longer meets out-of-district criteria,
 - 3. Any information provided on the application or supporting documentation is false.
 - 4. The decision to rescind an out-of-district placement will take effect immediately. The student shall not be allowed to "stay put" during the appeal process.

- V. Attending an out-of-district school without authorization
 - A. Pupil Personnel Workers shall immediately investigate the enrollment of any student attending a school outside of their designated attendance area without an approved out-of-district application.

 - B. Based upon the results of the investigation the pupil personnel worker will:
 - 1. Direct that the student be transferred to the in-district school or
 - 2. Provide an out-of-district application for the family to complete, if appropriate.

 - C. All exceptions to established out-of-district regulations will be reviewed/approved by the Supervisor of Pupil Personnel and Student Support Services prior to discussion/implementation with the family.

SCHOOL YEAR
2009-10

CARROLL COUNTY PUBLIC SCHOOLS OUT-OF-DISTRICT REQUEST
DEADLINE: APRIL 1ST
LATE OR INCOMPLETE APPLICATIONS WILL BE RETURNED TO SENDER WITHOUT ACTION

PRIOR TO SUBMITTING THE OUT-OF-DISTRICT REQUEST, PLEASE REVIEW THE OUT-OF-DISTRICT REGULATIONS ON THE BACK OF THIS APPLICATION TO BE CERTAIN YOU MEET THE CRITERIA.

Please Print Firmly

Student: _____ Date of Application: _____
Gender: Male Female Date of Birth: _____ Current Grade: _____
Parent(s): _____ Applying for Grade: _____
Current Street Address: _____ City: _____ State: _____ Zip: _____
Phone: Home #: _____ Current School: _____
Work #: Father: _____ In-District School: _____
Mother: _____ Out-of-District School Requested: _____

State the specific reason for the request:

Child Care Provider Information/Verification: Provider Name: _____ Phone: _____
Address: _____

I verify that I provide child care/supervision for the above referenced student on a daily basis throughout the school year. I agree to notify Carroll County Public Schools if this child care arrangement changes, is terminated, or is no longer needed.

Signature of Child Care Provider: _____ Date: _____

Parent or Legal Guardian Verification:

I _____ (Name of parent/legal guardian) solemnly declare or affirm, under penalties of perjury and upon personal knowledge, that the information contained in this Out-of-District Request Form is true and correct. I further acknowledge that the information that I have supplied on this Out-of-District Request Form will be relied upon by the Carroll County Public Schools in the full belief that it is true. I agree to provide updated information to the Carroll County Public Schools' Department of Student Services should the information contained in this Out-of-District Request Form change. I further agree that in the event that I have provided false, incomplete, or misleading information on this Out-of-District Request Form, or if the information becomes outdated, my child will lose his/her enrollment eligibility in the Out-of-District school and shall be returned immediately to his/her home attendance area school. I understand and agree that there may be a loss of academic credits or eligibility to participate in athletic or extracurricular activities as a result of my child's being returned to his/her home attendance area school.

I am aware that, if approved, an out-of-district placement is valid for one school year only, transportation to and from school is the sole responsibility of the parent/legal guardian, and the out-of-district placement may be rescinded if one of the following conditions exists:

- a. Child's attendance, behavior, or grades are unsatisfactory
- b. Child no longer meets out-of-district criteria
- c. The information provided on the application or supporting documentation is false.

(Signature of Parent/legal guardian) Date (Signature of Parent/legal guardian) Date
(Both parents/legal guardians must sign)

PLEASE COMPLETE AND MAIL ALL 4 COPIES OF THE APPLICATION TO:
Carroll County Public Schools, Student Services Department, 125 N. Court Street, Westminster, MD 21157 (410) 751-3145
Requests must be postmarked by or personally delivered NO LATER THAN APRIL 1ST

This space for Student Services Department only

Applying for: Open School _____ Closed School _____ Request has been: Approved Denied
Signature of Pupil Personnel Worker _____ Date _____
Signature of Supervisor of Pupil Personnel & Student Support Services (if applicable) _____
Comments: _____

Approved for the 2009-10 School Year Only

Summary of Regulations for Out-of-District Placement in Open and Closed Schools

Open Schools (Less than 90% of Functional Capacity)

- A. Childcare - Kindergarten through Grade 8 - The student must go to school from, or return from school to, a licensed childcare center or a home other than the student's own on a daily basis because both parents are employed and there would be no responsible adult in the child's home.
 - 1. Childcare criteria do not apply when the childcare is housed within a Carroll County Public School.
 - 2. Childcare will not be considered as a reason for out-of-district placement for students in grades 9-12.
 - 3. All childcare supervision shall be verified in writing on the out-of-district form and signed by the childcare provider.
 - 4. If the childcare provider changes during the school year, the parent/legal guardian and the childcare provider shall notify the appropriate Pupil Personnel Worker, in writing, including a signed statement from the new childcare provider.
- B. Moving - The applicant must provide a copy of a contract with a proposed settlement/moving date at time of application.
 - 1. Student is a member of an in-county family with specific proof of plans to move into the requested school's attendance area during the current school year.
 - 2. Student is a member of a family that moves from one in-county attendance area to another in-county attendance area during the current school year.
- C. Senior Year - Student is a current 12th grader who wishes to complete the high school program where the student attended and successfully completed the eleventh grade.
- D. School Based Staff Member (.6 to 1.0) – a child of a .6 to 1.0 F.T.E. staff member may be approved for an out-of-district placement in the school where the staff member is assigned or a school that directly feeds into or out of the staff member's assigned school.

Closed Schools (At or above 90% of Functional Capacity)

- A. Moving - The applicant must provide a copy of a contract with a proposed settlement/moving date at time of application.
 - 1. Student is a member of an in-county family with specific proof of plans to move into the requested school's attendance area during the current school year.
 - 2. Student is a member of a family that moves from one in-county attendance area to another in-county attendance area during the current school year.
- B. Senior Year - Student is a current 12th grader who wishes to complete the high school program where the student attended and successfully completed the eleventh grade.
- C. School Based Staff Member (.6 to 1.0) – a child of a .6 to 1.0 F.T.E. staff member may be approved for an out-of-district placement in the school where the staff member is assigned or a school that directly feeds into or out of the staff member's assigned school.

REVISED 11/07

SCHOOLS NEAR BOUNDARY OF TWO COUNTIES

Section 4-120 of the Public School Laws of Maryland

- I. A school that is in one county and near the boundary of an adjoining county is free to the children of the adjoining county as provided in this section. The county boards of the two counties may provide jointly for the maintenance and support of the jointly attended school in the receiving county; and determine the geographical attendance areas and other attendance policies of the two counties for all jointly attended schools in the receiving county.

If the two county boards fail to agree on a geographical attendance area or attendance policy, the State Superintendent of Schools shall decide the matter.

- II. For each fiscal year, the sending county shall pay the receiving county, for each student who resides in the sending county and who attends a public school in the receiving county, an amount equal to the lesser of: the local current expense per student in the sending county; or the local current expense per student in the receiving county. If the local current expense per student for the sending county is less than the local current expense per student for the receiving county, the difference, plus the appropriate State share of basic current expenses, for each student who resides in a sending county who attends a public school in the receiving county, shall be paid by the State to the receiving county and provided for in the appropriation to the State board.

**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY JECB: ADMISSION OF NON-RESIDENT OUT-OF-COUNTY PUPILS

I. Administrative Regulations

A. Only children domiciled with the child's parent; legal guardian or relative providing informal kinship care as determined in Annotated Code of Maryland§7-101C are eligible for free school privileges in Carroll County Public Schools.

B. Exceptions and Application Process

1. **Exception: *Families moving into Carroll County within 45 school days.***

Upon completion and approval of a non-resident application a family who plans to move into or out of the Carroll County within 45 school days may be granted up to a 45 school day enrollment period with the possibility of no tuition being charged.

Application Process

- a. The parent or legal guardian must complete a non-resident application and submit one of the following:
- a copy of the signed contract of sale showing the proposed settlement date.
 - a copy of the signed residential construction contract showing anticipated occupancy date.
 - a letter from the builder or realtor showing proposed settlement date.
 - a copy of a lease or letter from the landlord stating the occupancy date.
- b. Purchasing a property, renting, moving in to another family's home, etc., while at the same time maintaining another residence in another county or state, will not constitute a reason for enrollment in a school in the attendance area of the secondary residence.
- c. Upon moving into Carroll County, the parent or legal guardian must provide legal proof of residence (see acceptable documents). Tuition, if charged, will be charged until proof of residence is provided by the parent or legal guardian (see Tuition Charges).
- d. If at the conclusion of the grace period, occupancy has not occurred, tuition charges will be owed from the 1st day of conditional enrollment, unless specifically forgiven.
- e. In the event that a real estate contract is cancelled or voided, enrollment in Carroll County Public Schools shall be terminated immediately.

2. **Exception: *Families moving out of Carroll County within 45 school days of the end of the current school year.***

Upon completion and approval of a non-resident application a family who plans to move out of the county up to 45 school days prior to the end of the school year may be granted a 45 school day conditional enrollment period with the possibility of no tuition being charged.

Application Process

See B. 1. a, b, c, d, e above

3. **Exception: *Families who move out of the county temporarily.***

Upon completion and approval of a non-resident application a family who moves out of the county temporarily may be granted up to a 45 school day conditional enrollment period with the possibility of no tuition being charged.

Application Process

See B. 1. a, b, c, d, e above

4. **Exception: *Legal guardianship being pursued.***

A child may be admitted to a Carroll County Public School if guardianship is being pursued for reasons other than:

- attending school
- the quality of education
- the conditions in the child's previous school district such as racial in-balance or overcrowding
- the convenience of the parent/legal guardian

Application Process

The parent, legal guardian, or other person seeking guardianship must complete a non-resident application and submit the following:

- a court stamped copy of the petition for guardianship or
- a letter from an attorney which verifies the attorney is pursuing guardianship on the part of the family and
- a Power of Attorney Statement (Form A) giving authorization for the responsible adult to:
 - have access to the child's education record,
 - give consent in educational and school-related matters concerning the child, and
 - give consent for emergency medical treatment in the event the child is injured while on school premises or under supervision of school employees.

a. Under Maryland law, the appointment of a guardian is only appropriate upon*:

- the death of the parents
- abandonment of the child
- the child has been abused
- the child has been adjudicated to be a child in need of assistance
- the child is neglected
- the child is a dependent child

* See Annotated Code of Maryland, Family Law § 5-313 and Carroll County Department of Social Services v. Edelman, 320 Md. 150, 175, (1990).

5. **Exception: *Children living with a person other than the parent or legal guardian.***

A child living with a person other than a parent or legal guardian may be admitted to Carroll County Public Schools if the child is determined to be a bona fide resident of Carroll County.

Application Process

The person responsible for the child ("responsible adult") and the child's parent(s), legal guardian, or legal custodian, as appropriate, shall complete a nonresident application and provide documentation to establish the reason for the child's presence in Carroll County.

- a. The child will not be considered a bona fide resident if, for example, the child's presence in Carroll County is due to:
 - attending school
 - the quality of education
 - the conditions in the child's previous school district such as racial in-balance or overcrowding
 - the convenience of the parent or legal guardian
- b. The responsible adult will seek to obtain legal guardianship of the child prior to the child's admission to Carroll County Public Schools. If guardianship cannot be obtained, the responsible adult will provide an Affidavit Regarding Pursuit of Guardianship (Form B).
- c. Under Maryland law, the appointment of a guardian is only appropriate upon*:
 - the death of the parents
 - abandonment of the child
 - the child has been abused
 - the child has been adjudicated to be a child in need of assistance
 - the child is neglected
 - the child is a dependent child

* See Annotated Code of Maryland, Family Law § 5-313 and Carroll County Department of Social Services v. Edelmann, 320 Md. 150, 175, (1990).

6. Exception: A School Based Employee (.6 TO 1.0 F.T.E.)

Upon completion and approval of the non-resident application, a school based employee (.6 to 1.0 F.T.E.), may be granted permission for their child to attend the school in which the school based employee works or a school that directly feeds into or out of the staff members' school.

- Application for non-resident approval must be made annually.
- Tuition will be charged annually as listed below and paid through payroll deduction.
 - Out of County: \$1,000/Child/Year
 - Out of State: ½ of the current out of state tuition/Child/Year

Application Process:

- A. The school based employee (.6 TO 1.0 F.T.E.) must submit a non-resident application and submit proof of employment in Carroll County Public Schools and the school in which they are employed.
 - B. In the event employment with Carroll County Public Schools is terminated, the non-resident approval will terminate as well.
 - C. In the event of the employee (.6 to 1.0 F.T.E.) transferring to a different school within the Carroll County Public School system, the non-resident enrollment of the child may be modified or terminated.
7. An exception to the non-resident regulations may be made by the Supervisor of Pupil Personnel & Student Support Services in rare and unusual circumstances when a significant, documented hardship is deemed to exist by Student Services staff.

II. Implementation

- A. The Pupil Personnel Worker must be notified prior to the enrollment of any non-resident pupil who applies for enrollment in a Carroll County School.
- B. The Pupil Personnel Worker will complete an investigation to determine if the student is eligible for enrollment in Carroll County Public Schools.

NOTE: Enrollment paperwork at the school will not begin until the non-resident application is approved by the Supervisor of Pupil Personnel & Student Support Services.

- C. Forms and other documents will be provided as outlined in section I, B. 1-6 of this regulation.
- D. Joint Custody

In cases regarding a prospective student where there is a joint custody arrangement between parents, one of which is not a Carroll County resident, the Pupil Personnel Worker will be notified. The child may be eligible to attend Carroll County Public Schools, following the Pupil Personnel Worker's investigation, if the child resides with the Carroll County parent 51% or more of the time during the school year.

- E. Students Under Suspension or Expulsion

A non-resident student who is under suspension or has been expelled from a school in another jurisdiction will not be considered for enrollment in Carroll County Public Schools. In the event that a student who is under suspension or who has been expelled from another school system becomes a Carroll County resident, that student will be considered for enrollment and placement in accordance with our disciplinary regulations.

Note: *The Superintendent or Superintendent's Designee may deny enrollment for any student who is currently on extended suspension or expelled from another school system for a length of time equal to that suspension or expulsion.*

- F. Tuition

1. Tuition Charges - Tuition will be charged for non-resident students unless specifically forgiven by the Director of Student Services. The reasons the Director may forgive payment of tuition includes, but is not limited to, the following:
 - families who are moving into or out of the county within 45 school days
 - natural living arrangements
 - hardship
2. Tax Credits - Non-resident parents, or those with legal custody or legal guardianship of a child in Carroll County Public Schools and who pay property taxes in Carroll County, may have deducted the amount of such taxes paid which goes toward the operation of the schools, provided this sum does not exceed the charge for tuition.
3. Failure to Pay Tuition - Failure to make timely payments may result in denial of admission to Carroll County Public Schools, or if already attending, termination of enrollment and legal proceedings and/or prosecution for felony theft.

G. Approval/Denial

1. The Pupil Personnel Worker will investigate the case and make a recommendation for approval or denial to the Supervisor of Pupil Personnel & Student Support Services.
2. The Pupil Personnel Worker will notify the school and the parent of the decision made by the Supervisor of Pupil Personnel & Student Support Services.
 - No non-resident pupil may not be enrolled until the non-resident application is approved by the Supervisor of Pupil Personnel & Student Support Services
 - Upon approval by the Supervisor, the student may enroll on a conditional basis.

III. Penalties

Commuting from another County/State to Carroll County for the purpose of attending school is not permissible, subject to payment of tuition from the date of enrollment and prosecution for felony theft, and immediate withdrawal from the Carroll County Public School system.

Failure to make timely payment of any tuition charged will result in denial of admission to Carroll County Public Schools, or, if already attending, termination of enrollment.

IV. Appeals

If the Supervisor of Pupil Personnel & Student Support Services determines that the child is not a bona fide resident or denies the tuition free enrollment of the child, the decision may be appealed to the Superintendent. The decision of the local Superintendent or Superintendent's Designee may be appealed to the Board of Education of Carroll County and further appealed to the State Board of Education in accordance with Section 4-205(c)(4) of the Education Article, Md. Ann. Code.

V. Out-of-County Living Arrangements

Section 4-120.1 of the Education Article of the Maryland Code provides that children who are placed by a state agency, licensed child placement agencies or by the courts in living arrangements within counties other than where their parents reside, shall be enrolled in the receiving county without tuition charge. The law permits LEAs to be reimbursed by the school system in which the student's parent(s) reside and provides a state mechanism for transfer of funds. The law applies only to Maryland residents who are placed by approved agencies and does not include children living with a relative, step-parent, or a person exercising temporary care, custody or control over a child at the request of a parent/legal guardian of the child. The Implementation Procedure (above) shall be used in enrolling these children.

- VI. State Supervised Care – Children placed by a private agency licensed by the social services administration, the department of social services, the department of health and mental hygiene, or the department of juvenile services.

REV. 7/08

AFFIDAVIT REGARDING PURSUIT OF GUARDIANSHIP

I solemnly affirm under the penalties of perjury and upon personal knowledge the following:

1. _____ does not reside in Carroll County for the primary
(Name of Student)
purpose of attending the Carroll County Public Schools.

2. I made the following attempt(s) to obtain legal guardianship of
the person of _____ but was unable to
(Student)
obtain such guardianship as follows:

Signature

Date

STATE OF MARYLAND, CARROLL COUNTY, TO WIT:

I HEREBY CERTIFY that on this ____ day of _____, 20__, before me the Subscriber, a Notary Public, in and for the State and County aforesaid, personally appeared, and made oath in due form of law that the matters and facts set forth in the foregoing, are true and correct to the best of his/her knowledge, information and belief. WITNESS my hand and Notarial Seal.

Notary Public

My Commission Expires:

Non-Resident Student Application

General Information

I am applying for the child named below to attend a Carroll County Public School for the _____ school year.

Full Name of Child: _____ Requested School: _____

Gender (circle one): M F Date of Birth: _____ Grade: _____

Last School Attended (Name and Address): _____

Name of Applicant (s): _____ Home Phone: _____

Address: _____ Work / Other Phone: _____

City: _____ State: _____ Zip: _____

What is your relation to the child? (circle one) PARENT LEGAL GUARDIAN OTHER: _____
(specify relationship)

If applicant is not the parent/legal guardian for the child, parent information must be provided below:

Name of Parent: _____ Home Phone: _____

Address: _____ Work / Other Phone: _____

Name of Parent: _____ Home Phone: _____

Address: _____ Work / Other Phone: _____

Reason for Request (check appropriate section and provide information as indicated)

Moving: Parent/legal guardian is moving into or out of Carroll County with the child within 45 days.

When shall residency be established? _____

What is the Carroll County address where you shall reside? _____

Applicant must submit one of the following with this application: a signed contract on a home, a signed residential lease or a signed builder's letter on letterhead. Documentation must verify all of the following:

- Applicant as buyer/ renter
- Address of home being purchased/ leased
- Date that applicant will become a county resident
- Signature page signed by buyer/ renter and seller/landlord

Guardianship: Applicant is a bona fide county resident seeking legal court-appointed guardianship of the child. It is the practice of Carroll County Public Schools to deny entry if the guardianship change is due to the parent's desire to have the child educated in a preferred school system/ environment.

When will the applicant become the child's legally court-appointed guardian? _____

What is the reason for the guardianship change? _____

Applicant must submit the following with this application:

- Copy of guardianship paperwork filed with the courthouse, including case number
- Letter of representation from an attorney verifying the pending guardianship change (if applicable)

Family Hardship: This application process is to be used only if the child does not qualify for kinship care.

Applicant is a bona fide county resident caring for a non-resident child 24 hours a day, 7 days a week, because of a documented serious family hardship (death, serious illness, drug addiction, incarceration, abandonment and/or assignment to active military duty of the parent/ legal guardian) which prevents the parent/ legal guardian from caring for the child.

Describe the nature of the family hardship: _____

Contact information for authorities, agencies or individuals who can verify the family hardship claim:

NAME	AGENCY / TITLE	PHONE NUMBER
_____	_____	_____
_____	_____	_____

Applicant must submit with this application appropriate documentation of hardship as indicated below:

- Death certificate or other proof of death
- Doctor's report noting seriousness of illness
- Written verification of drug addiction from parent or treatment provider
- Documentation from legal system or detention center verifying incarceration
- Notarized statements from legal guardian, Court documentation, and/or written documentation by the Department of Social Services which verifies abandonment of the child
- Military orders verifying active military duty
- Any additional documentation which verifies the hardship situation

School Based Employee (.6 TO 1.0 F.T.E.): Applicant is a school based employee (.6 TO 1.0 F.T.E.) who desires for their child to attend the school in which the employee works or a school that directly feeds into or out of the employee's school. Tuition will be charged at a rate of \$1,000/Child/Year for a Maryland resident and ½ of the current out of state tuition/Child/Year for an out of state resident.

APPLICANT MUST SUBMIT THE FOLLOWING WITH THIS APPLICATION: PROOF OF EMPLOYMENT WITH CCPS, PROOF OF SPECIFIC SCHOOL IN WHICH THE SCHOOL BASED EMPLOYEE (.6 TO 1.0 F.T.E.) IS EMPLOYED.

Out of County Living Arrangement/State Supervised Care: The child is placed by a State agency, a licensed child placement agency as provided by §5-507 of the Family Law Article, or a court in a county other than where the child's parent or legal guardian resides. Child in an out-of-county living arrangement does not include a child living with a relative, step-parent, or a person exercising temporary care, custody or control over a child at the request of a parent or guardian of the child. Applicant must submit the following with this application:

- Letter/form from placement agency verifying placement of child in the home of a Carroll County resident. Documentation must include child's name, date of birth, name of parent and county in which parent resides, and name and phone number of caseworker.

Tuition

Carroll County Public Schools does not receive funding for students who are not bona fide residents. Therefore, upon the discretion of the Director of Student Services, tuition may be charged initially, after a time period of deferment or retroactivity, to pay for the costs of educating the non-resident student.

Who is financially responsible for the child? _____

Who will be responsible for tuition payment, if charged? _____

Verification of Information and Agreement to Conditions of Approval

I verify that this information provided in this application and supporting documentation is true. In addition, if tuition is charged (either initially or after a period of deferment), I agree to pay the tuition according to the terms set forth by Carroll County Public Schools. I understand that failure to make timely payments may result in denial of admission to Carroll County Public Schools, or if already attending, termination of enrollment. I understand that the child referenced above must reside with me in Carroll County on a full-time basis; those moving into the county must reside in Carroll County on a full-time basis as of the date indicated in this application. I understand that providing false information and commuting from another county/state for the primary purpose of attending Carroll County Public Schools is not permissible, subject to prosecution for felony theft.

Applicant Signature: _____ Date: _____

If the applicant is not a parent or legal guardian, those signatures are also required below:

Parent/ Legal Guardian Signature: _____ Date: _____

Parent/ Legal Guardian Signature: _____ Date: _____

Applicant will be informed of decision in writing

FOR CARROLL COUNTY PUBLIC SCHOOL USE ONLY

PPW Recommendation: _____

PPW Signature: _____ Date: _____

Approved Not Approved By: _____ Date: _____

Supervisor

Revised 6/07, 11/07, 7/08, 5/09

POWER OF ATTORNEY

State of Maryland

County of _____

Before me, the undersigned notary public, this day personally appeared _____

_____ to me known, who being duly sworn, did make, constitute and

appoint _____ his (her) (their) true and lawful attorney, and authorized said

attorney to sign for the affiant(s) any application for assignment of:

- | | |
|---|---|
| <input type="checkbox"/> Medical Decisions | <input type="checkbox"/> Access to Student Record |
| <input type="checkbox"/> Legal Decisions | <input type="checkbox"/> Visit or Observe in the School |
| <input type="checkbox"/> Educational Decisions | <input type="checkbox"/> Confer with School Staff |
| <input type="checkbox"/> Personal Affairs and all other matters | <input type="checkbox"/> IEP/504 Decision Making |
| <input type="checkbox"/> Pick Student Up from School | <input type="checkbox"/> Enroll or Withdraw the Child |

for the following child _____
Full Name Date of Birth

This power of attorney shall be in effect from now until _____
Date

Signature – Parent/Legal Guardian Date Signature- Parent/Legal Guardian Date

(If only one parent/legal guardian, put N/A on second parent/legal guardian signature line).

Sworn and subscribed to before me this _____ day of _____, 20 _____,

Notary Public

Embossing Seal:

Rubber Stamp Seal:

KINSHIP CARE

In response to Kinship Care legislation, which took effect in Maryland on July 1, 2003, and revised on 10/1/08, a student in an informal kinship care relationship (24 hours a day, seven days a week) previously domiciled in Maryland with the child's parents or legal guardian, may be eligible to enroll in Carroll County Public Schools. To do so, the relative assuming kinship care must file a Kinship Care Affidavit and provide documentation of one of the following:

- a. death of father/mother/legal guardian
- b. serious illness of father/mother/legal guardian
- c. drug addiction of father/mother/legal guardian
- d. incarceration of father/mother/legal guardian
- e. abandonment by father/mother/legal guardian
- f. assignment of a father/mother/legal guardian to active military duty

The Maryland Kinship Care Affidavit must be notarized and include the names, addresses and telephone numbers of all who can verify the above claim. The PPW will contact the parents, legal guardians, agencies, authorities, and others as needed to substantiate the kinship care relationship. The Kinship Care Affidavit shall be filed annually, at least two weeks prior to school, to verify an ongoing kinship care relationship.

Unless the court appoints a guardian for the child or awards custody of the child to someone other than the relative providing kinship care, that relative (if the kinship care claim is verified) can make the full range of educational decisions for the child. However, the parent or legal guardian shall have final decision making authority regarding the educational needs of the child.

8/03, 9/04, 6/08

School: _____

Grade: _____

MARYLAND KINSHIP CARE AFFIDAVIT School Year: _____

This affidavit and supporting documentation is required in order for a child residing in Maryland who is in an informal kinship care relationship to be enrolled in a Carroll County Public School.

1. I, the undersigned, am over eighteen (18) years of age and competent to testify to the facts and matters set forth herein.

2. _____ whose date of birth is _____, is living with me
(Name of Child) (Month/Day/Year)

24 hours a day, 7 days a week, because of the serious family hardship checked below. Check each that is applicable and attach written documentation that proves the hardship(s) checked.

- Death of father/mother/legal guardian (attach copy of death certificate(s) or other proof)
- Serious illness of father/mother/legal guardian (attach copy of doctor's report noting seriousness of the health issue)
- Drug addiction of father/mother/legal guardian (attach documentation from treatment provider or parent)
- Incarceration of father/mother/legal guardian (attach documentation from legal system or detention center)
- Abandonment by father/mother/legal guardian (attach *notarized* statements from all legal guardians or documentation from the court, the Department of Social Services, etc.)
- Assignment of father/mother/legal guardian to active military duty. (attach copy of military orders)

3. The names of the child's parents or legal guardians are: _____

4. Please provide the names, addresses, and telephone numbers of authorities who are legally authorized to reveal information that can verify the above claims of family hardship. (See attached [Verification Form](#).)

5. The last known addresses of the child's parents or legal guardians are:

County _____

6. My kinship relation to the child is: _____

7. My address is: _____
(Street, Apt. #)

(City, State, Zip Code)

My phone number is: _____

8. I assumed informal kinship care of this child for 24 hours a day and 7 days a week on: _____
(Month/Day/Year)

9. The name and address of the last school that the child attended is: _____

(Please complete reverse side)

Please Note:

- A. The Superintendent and/or Pupil Personnel Worker from Carroll County Public Schools may contact the parent/legal guardians and/or authorities who can verify the facts contained in the foregoing affidavit. They may also conduct an audit on a case-by-case basis after the child has been enrolled in Carroll County Public Schools. If fraud or misrepresentation is discovered, the child shall be withdrawn from Carroll County Public Schools.
- B. Any person who willfully is fraudulent and/or makes a material misrepresentation in this affidavit shall be subject to a penalty payable to Carroll County Public Schools for three (3) times the pro rated share of tuition for the time the child fraudulently attends a public school in the County and is subject to prosecution for felony theft.
- C. If a change occurs in the kinship care arrangement or in the serious family hardship of the child, the relative providing informal kinship care for the child shall notify the local school system in writing within 30 days of the change.
- D. The relative providing informal kinship care shall file an affidavit annually at least two (2) weeks prior to the beginning of the school year for each year the child continues to live with the relative because of a serious family hardship.
- E. Unless the court appoints a guardian for the child or awards custody of the child to someone other than the relative providing informal kinship care, the relative providing informal kinship care shall make the full range of educational and school-related medical decisions for the child.
- F. The relative providing informal kinship care shall make reasonable efforts to inform the parent(s) or legal guardian(s) of the child of the informal kinship care relationship and decisions regarding the child.
- G. The parent(s) or legal guardian(s) of a child in an informal kinship care relationship shall have the final decision-making authority regarding the educational needs of the child should there be differing opinions between the parent(s)/legal guardian(s) and the kinship care provider.

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information, and belief. My signature indicates my consent for Carroll County Public Schools to exchange information with the parent(s), legal guardian(s), and/or authorities to verify information presented herein.

(Signature of Affiant, i.e., Relative Assuming Kinship Care)

(Month/Day/Year)

Sworn to before me on this _____ day of _____, 20____, State of _____,

County of _____.

(Signature of Notary Public)

Affix notary seal

For Carroll County Public School Use Only

Pupil Personnel Worker Recommendation: _____

Pupil Personnel Worker Signature: _____ Date: _____

APPROVED By: _____ Date: _____
 NOT APPROVED Supervisor of Pupil Personnel & Student Support Services

_____ ***In-County Family***

_____ ***Out-of-County Family***

MARYLAND KINSHIP CARE VERIFICATION

Name of Child: _____ Date of Birth: _____

Name of Relative Assuming Kinship Care: _____

Please provide the names, addresses, and telephone numbers of authorities, agencies, or individuals who are legally authorized to reveal information that can verify family hardship claims.

NAME/AGENCY	ADDRESS	TELEPHONE NUMBER

Month/Day/Year

Signature of Relative Assuming Kinship Care

Eff. 7/01/03Rev. 9/03, 10/03, 12/03, 6/08

PUPIL TUITION CHARGES FOR SCHOOL YEAR 2009-10

Out - of - County

These students are charged only the local cost of education for the current year.

\$6,196

Out - of - State

Since these students are not Maryland residents, they are charged the total state plus local cost of education for the current year.

\$11,374

July 2007, 7/09

AGE OF MAJORITY

School officials shall make every effort to facilitate the involvement of the parents of any student within Carroll County Public Schools regardless of age. However, Article 1, §24 of The Annotated Code of Maryland provides that a person eighteen years of age or older is an adult for all purposes.

Therefore, an eligible student, age 18 or older, may choose to exercise his/her age of majority rights. An eligible student shall notify the principal, in writing, of his/her intent to exercise age of majority rights. This request shall be honored and the student shall make his/her own regular education decisions.

Though the student may make his own decisions, the Federal Educational Rights and Privacy Act (FERPA) permits the local school system to continue communication with the parent/legal guardian regarding the educational record of an eligible student, if the student is a dependent for tax purposes or in the case of a health or safety issue regarding the student.

Therefore, the principal shall notify in writing, the eligible student and his/her parent/legal guardian of the student's age of majority request. If the parent/legal guardian wants to continue receiving information regarding the educational record and the student is a tax dependent, the parent/legal guardian shall request such in writing to the Principal within 10 school days of the principal's notification. A copy of the parent/legal guardian's current tax return must be attached to the request.

The following additional guidelines shall clarify in what instances general information may be released to parents of a student who has exercised his/her age of majority rights:

Communications from the school (i.e., newsletters, principal letters, etc.) may be sent to all parents/legal guardians of students (regardless of the student's age).

Disciplinary situations: Section 7-304 of the Public School Laws gives students or parents/legal guardian the right to a hearing and appeal of a suspension and expulsion. Therefore, parents/legal guardian of students eighteen years and older may attend suspension/expulsion hearings and appeals.

Registering and withdrawing from school: Students who are eighteen years or older may register or withdraw from school without the presence of a parent/legal guardian. However, in most cases, it is appropriate for school personnel to inform the parent/legal guardian of the student's action.

If questions arise regarding a student who has exercised his/her age of majority rights, please contact the Pupil Personnel Worker assigned to the student's school.

A student, who receives special education or 504 services, may exercise his/her age of majority rights to make regular education decisions. However, the student may only make special education/504 decisions if the student does not reside with his/her parents, is not in the care or custody of another public agency, and has not been adjudged incompetent under state law.

[Date]

[Eligible Student]
[Address]
[City, State Zip Code]

RE: [Student Name, Grade]
[School]

Dear [Eligible Student]:

On [Date], I received your written request to exercise your age of majority rights to make your own educational decisions.

Article 1, §24 of the Annotated Code of Maryland provides that a person eighteen years of age or older is an adult for all purposes. Therefore, effective immediately you are responsible for making your own educational decisions.

However, the Federal Educational Rights and Privacy Act (FERPA) permits Carroll County Public Schools to continue communicating with your parent/legal guardian regarding your educational record if you are a dependent for tax purposes on your parent/legal guardian taxes or in the case of a health or safety issue that concerns you. Therefore, Carroll County Public Schools may contact your parent/legal guardian as necessary.

You may contact me at [Phone Number] if you have any questions regarding this matter. Best of luck to you.

Sincerely,

Principal

c: Assistant Principal
Registrar
Pupil Personnel Worker
Counselor
file

[Date]

[Parent Name]
[Address]
[City, State Zip Code]

RE: [Student Name, Grade]
[School]

Dear [Parent]:

On [Date], I received a written request from your child, [Child's Name] to exercise his/her age of majority rights to make his/her own educational decisions.

Article 1, §24 of the Annotated Code of Maryland provides that a person eighteen years of age or older is an adult for all purposes. Carroll County Public Schools is legally obligated to honor this request. Therefore, effective immediately your child, [Student's Name] is responsible for making his/her own educational decisions.

However, the Federal Educational Rights and Privacy Acts (FERPA) permits Carroll County Public Schools to continue communicating with you regarding your child's educational record if your child is a dependent for tax purposes or in the case of a health or safety concern regarding your child. If you wish to continue receiving educational information regarding your child and your child is a tax dependent, please indicate such in writing to the Principal within 10 school days of the date of this letter. You must attach a copy of your current tax forms to verify your child is a tax dependent.

You may contact me at [Phone Number] if you have any questions regarding this matter.

Sincerely,

[Principal]

C: Assistant Principal
Registrar
Pupil Personnel Worker
Counselor
file

3/09

EMANCIPATED STUDENTS

A student is considered emancipated under one of the following conditions:

1. A student is eighteen years or older and living independently of his/her parent(s) or guardian(s). Verification that the student is emancipated under this condition is established by the pupil personnel worker. (See [Emancipated Student Form](#) on the following page)
2. A student is married. The school shall require the student to present a copy of the marriage license.
3. A student is under the age of eighteen and has been declared emancipated through the courts. The student must present school officials with a copy of the court decree declaring the student's emancipation.

In cases involving questions concerning the emancipation status of a student, the school should notify the pupil personnel worker. In all cases, the burden of proof regarding emancipation rests with the student.

NOTE: A minor student living apart from his/her parent(s)/guardian(s), but not married or emancipated through the courts, is still under the authority of his/her parent(s)/guardian(s). Emergency procedure cards must reflect the current student address and the appropriate emergency numbers of the parent(s)/guardian(s).

8/94, 5/05

EMANCIPATED STUDENT FORM

I/We, the parents/former legal guardians of _____ (Student),

_____. For all intents and purposes, _____
is an emancipated student living at _____
and is responsible for all educational matters, disciplinary actions, and medical treatment.

Parent/Legal Guardian

Date

Parent/Legal Guardian

Date

Address

Student

Date

Address

Notary Seal

Received by: _____
Pupil Personnel Worker

Date

FOREIGN EXCHANGE STUDENTS

I. Board of Education Policy JECBA

- A. When a foreign student becomes a temporary resident with a Carroll County family under the auspices of an approved foreign exchange student organization or agency, and is approved for enrollment in a Carroll County Public school, that student shall be permitted to attend Carroll County schools free of charge.
- B. Approved organizations or agencies are those authorized by the United States Department of State, and for which an Exchange Visitor Program Number has been assigned. Other authorization for attendance without tuition charge, by foreign students, shall require individual approval of the Board of Education.

II. Administrative Regulations

The Carroll County Public Schools recognize the value of foreign exchange programs and appreciate the contributions exchange students make to the school and general community. Because of the increasing number of exchange programs now in operation, it is necessary to establish basic guidelines for foreign student enrollment.

Prior to commitment to host families, exchange program coordinators will obtain enrollment approval from the appropriate high school principal.

- A. In order to be considered for enrollment, foreign exchange students should be at least fifteen years of age and must meet the requirements of Board of Education Policy JECBA.
- B. The foreign exchange student must be under the auspices of an approved exchange student organization or agency. Approved agencies are those authorized by the United States Department of State for which an exchange visitor program number has been assigned.
- C. Enrollment will be considered for full year or semester programs only.
- D. High school principals will be responsible for approving enrollment of foreign exchange students in their respective schools. Principals will determine, in the late spring of each year, the maximum number of foreign exchange students who may be enrolled for the following year. Priority is given to applicants that will reside with host families that have children attending the host school.
- E. Students must meet Board of Education requirements with regard to school attendance areas.
- F. Sponsoring programs must complete a Foreign Exchange Student Enrollment Application at least sixty days prior to the anticipated enrollment date. A copy of the approved application will be forwarded to the Director of High Schools.
- G. Sponsoring programs must submit transcripts and health/immunization records with the Foreign Exchange Student Enrollment Application.

III. Program Completion and Participation in Graduation Exercise

- A. Foreign exchange students should be granted an opportunity to participate in graduation exercises.
- B. Comment at the graduation ceremony and/or notation on the graduation program should be made designating foreign exchange students.
- C. All participants in a student foreign exchange program who complete at least one year of study shall receive the Maryland International Student Certificate.

- D. In exceptional circumstances, a foreign exchange student may be awarded a Maryland High School diploma if the student meets all graduation requirements. The foreign exchange student must present a written request identifying the reasons why the diploma is requested along with a complete, official transcript of the student's academic record to date including the high school record from the student's homeland. School staff will review the record and make a recommendation to the principal regarding the awarding of a diploma. The principal shall have the authority to determine if a diploma will be awarded.

revised 10/91, 8/00, 5/06

VISITORS

- I. All visitors to the school are required to check-in at the school's main office.
 - A. Only visitors with official school business are permitted in the building.
 - B. Other types of visitation will not be permitted. Trespassers may be arrested and prosecuted.
- II. Visitations of a student, other than during those occasions arranged by the school (for example, American Education Week) shall require the approval of the building principal or designee. Because of potential disruption to the academic setting, parents are discouraged from bringing pre-school children for extended visitations.
- III. Persons who create a disturbance or disruption during any visitation will be required to leave the premises immediately.

Food and Food Allergies

Because of the increase in food allergies/sensitivities that have serious health implications, parents and students are prohibited from sharing food items with other students. No food may be brought to school to share with others unless approval has been granted, in advance, by the school principal.

Revised 7/06

Guardianship and Custody

Definitions, Rights, and Restrictions: Student Access and Information

Guidelines: School personnel shall provide parental access to students and student information in accordance with legal documents as provided to the school by the parent(s). A summary of the rights and/or restrictions of the various guardianship and custody arrangements are summarized on the "Parental Access Chart" found later in this regulation. Questions about the interpretation of court documents, and/or the rights of parents shall be directed to the Pupil Personnel Worker assigned to your school.

I. Definitions:

1. Guardianship

- a. **Legal Guardian:** A person who is entrusted with the care of a person, that person's property, or both, when such person, by statutory definition or judicial finding, is incapable of administering his or her own affairs, whether because of age, inability to understand, or lack of self-control. The usual form of guardianship is that of individuals considered minors under state statutes. By law, both natural parents are presumed to be the guardians of their minor child unless changed by court order.
- b. **Standby Guardian:** A person having full authority to make medical and educational decisions on behalf of student if/ when parent becomes incapacitated/debilitated.
- c. **Temporary Guardian:** A person appointed by the court pending the appointment of a substituted or successor guardian. Also called 'pendente lite' guardianship.
- d. **Guardian ad Litem:** A court appointed individual who, for the purpose of pending litigation, puts him/herself in the shoes of a legally incompetent person such as a minor child. He/she also investigates the matter and files a report with the court.

2. Custody

- a. **Custody/Legal Custody:** A person having the rights to make all decisions regarding the health, welfare, and education of the child.
- b. **Joint Legal Custody:** Both parents participate in reaching decisions regarding the health, education and welfare of the child. A request and/or consent from either parent is sufficient unless a court order indicates otherwise.
- c. **Non-Custodial Parent:** The parent with whom the child resides only during times of visitation, but not on a regular basis. This parent may consent to emergency surgery or other necessary medical care for the child while in his or her care, when there is insufficient time to contact the parent with legal custody. Non-custodial parents may remove a child from school with the written permission of the custodial parent or if listed on the student's emergency card. Non-custodial parents may attend school functions; participate in IEP meetings; receive copies of student records; and otherwise participate in school matters unless restricted by court order. Note: The noncustodial parent shall not enroll a child in school unless he/she has written, notarized permission from the custodial parent which states the child may reside with the noncustodial parent and grants permission for the noncustodial parent to enroll the child in school and make educational/medical decisions for the child.
- d. **Physical Custody:** The adult with whom the child resides; has the right to make decisions as to the child's everyday needs.

- e. Resident Parent: The parent in residence at the home from which the child was sent to school on a given day.
 - f. Sole Legal Custody: A person having the rights to make all decisions regarding the health, welfare and education of the child.
 - g. Shared Physical Custody: A child has two residences, spending at least 35% of their time with the other parent.
 - h. Split Custody: Custody split between two parents, with one parent having custody over one or more child(ren) and the other parent having custody over the remaining child(ren).
3. Separation
- a. Primary Care Parent: Parents are separated and live apart without a formal agreement or court order awarding the child(ren) to a particular parent. The primary care parent is the one with whom the child(ren) resides.
 - b. Non-Primary Care Parent: Child(ren) do not reside with the parent. The parent may be involved in educational and medical decisions.
4. Other
- a. Foster Parent: A substitute parent who provides temporary care of child(ren) as placed and supervised by governmental or charitable agencies. (Children in State Supervised Care) Guardianship is usually maintained by the placement agencies.
 - b. Children in State Supervised Care - for more information see Section III of this procedure.
 - c. Parent Partner: An adult who lives with the child's natural/biological parent, but is not married to the parent.
 - d. Power of Attorney: A written document, certified by a notary public, designating a person or party as an agent empowered to act for another person in a legal capacity. A power of attorney is not sufficient to confer guardianship over a child and will not suffice to change the legal residence of a child without a court order.
 - e. Step Parent: An adult who is married to a child's natural/biological parent.

II. Procedures for determining parental rights, access to the child, and access to student information:

1. Parental Rights

- Verify the identity of the person with a photo driver's license, or a passport.
- Verify the parental relationship of the person with the child as documented on the proof of birth, student registration form, or other student record.
- Request a copy of the court order defining parent(s) role(s), as needed. (It is not necessary to obtain a court order from every divorced parent. Request court orders on an as needed basis.)
- Identify the role of each parent as documented in the court order.
- Clarify the role of the parent using the definitions listed above.

- Locate the parent(s) role on the “Parental Access Chart” below.
 - Allow/or disallow parental involvement as indicated on the chart.
 - Refer questions to the Pupil Personnel Worker, Supervisor of Pupil Personnel Worker, or Director of Student Services in that order.
2. Release of student records/information to the non-custodial parent
- a. Non-custodial parents who desire to receive standard school information shall make a request for such information annually and in writing. The request should include the non-custodial parents name, address, and the type of information requested as well as a stamped self-addressed envelope.
 - b. The custodial parent shall be notified when such a request has been received by the school. However, the custodial parent may not ‘veto’ the non-custodial parent’s request without a court order.
 - c. Check the student file for court orders or other legal documentation. Student information shall not be provided if a court order or the “Parental Access Chart” denies the provision of such information.
 - d. Identify the role of the parent as documented in the court order.
 - e. Refer to the “Parental Access Chart” to determine the right of the parent to have such information. (Having the right to access student information may be different from the right to make educational decisions.)
 - f. Determine what information to provide.
 - 1 Is the information that is being requested something that would normally be given to any other parent making the same request? (i.e.: copies of report cards, school newsletters, interims, homework assignments and other information routinely sent home).
 - 2 Would providing the requested information in the time or manner requested create an undue hardship for the teacher or the school?
 - 3 Questions regarding the provision of information to parents should be directed to the Principal.
 - g. A reasonable fee for copying and mailing documents may be charged, provided however that the school shall waive payment of such fee if the parents file a notarized affidavit that he/she is unable to pay the fee.
 - h. Refer all questions or disagreements to the school principal.
 - i. On an annual basis, Principals shall review with staff procedures for responding to parent requests for student information.
3. Visitation
- a. Court orders granting “reasonable visitation” shall not be interpreted to include visitation during the school day.

- b. Requests to visit the child at school shall be granted only in accordance with routine school procedures such as during American Education Week and other events when parents are invited to visit during the school day.
 4. Release of child from school
 - a. Children shall be released to parents as outlined on the “Parental Access Chart”.
 5. Parental disagreement: In the event that both parents have the right to make a certain decision and are not able to agree:
 - a. Identify the decision desired by each parent.
 - b. Encourage both parents to attempt to resolve their dispute away from the schools and reach a workable agreement that preserves the school setting as a peaceful sanctuary for their child. Staff may refer families to the Youth Services Bureau Community Mediation Program at 410-848-2500 for assistance in resolving disputes.
 - c. Be certain both options are permissible by Carroll County Public Schools’ policies, regulations, and procedures.
 - d. Inform parents:
 - Both parents have a legal right to make the decision.
 - Carroll County Public Schools’ procedures dictate that if parents can’t agree, the decision of the resident parent will be recognized and implemented, as appropriate.
 - Notify appropriate staff as necessary to resolve any issues or problems.
 - e. Each local school system shall identify a contact person to address issues of coordination, information sharing, decision making, and problem solving on behalf of children in State Supervised Care. The contact person shall be the Supervisor of Pupil Personnel and Student Support Services.
6. Special Education Educational Decisions

Special Education Decisions may be made by the natural parent; adoptive parent; a court appointed legal guardian; a person acting as a parent of a student such as a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student’s welfare. Parent also includes a foster parent, with whom the student lives if the foster parent has been granted limited guardianship for educational decision making purposes by the court that has placed the student in foster care. A parent includes parent surrogate who has been appointed in accordance with 20.U.S.C.§1415(b)(2), and Education Article, §8-412, Annotated Code of Maryland. The term “parent” does not include a social worker or other employee of a public agency who is responsible for the education or care of a student.

When the biological parent or adoptive parent is “attempting to act” as the parent, and another person(s) meets the definition of parent, the birth or adoptive parent will be presumed to be the parent unless

- They do not have legal authority to make educational decisions for the child; or
- A judicial decree or order specifies another person who fits the parent definition to be the parent.

- III. Children in State Supervised Care – Includes those students under the custody of, committed to, or otherwise placed by a private agency licensed by the Social Services Administration, the Department of Social Services, the Department of Health and Mental Hygiene, or the Department of Juvenile Services.

1. Educational Decision Making:

“General education decisions “ means decisions involving non-special education services, including but not limited, to field trip authorization, parent-teachers conferences, signing report cards, guidance office matters, choice of academic program and courses, career program choices, testing authorization, special programs authorization, (e.g., sex education, armed forces recruiting), choice of magnet school or other non-zoned schools, school health-related decisions, school discipline, sports and other extra-curricular participation, and parental options under No Child Left Behind.

“Parent Surrogate” has the meaning stated in Education Article, §8-412(a)(6), annotated Code of Maryland

“Special education decisions” means all decisions relating to identification, evaluation, educational placement, or discipline of a child with a disability as defined in Education Article, §8-401, Annotated Code of Maryland.

A. General Education Decision-making

- a. natural parent, if he/she retains educational decision-making authority; or
 - b. the placement agency caseworker, or person designated by the caseworker, such as:
 - i. a parent;
 - ii. education guardian;
 - iii. formal kinship care provider;
 - iv. residential child care program representative; or
 - v. treatment foster care caseworker
- Within 10 days of enrollment in school of the child in State-supervised care, the placement agency caseworker with care and custody of the child will identify and provide contact information to the receiving school concerning which person listed above is the primary decision maker for general education decisions and which person listed above is the secondary decision maker if the primary decision maker is unavailable.
 - The local school system shall maintain in the student’s school record the information provided above.

B. Special Education Decision-making

- Persons authorized to make special education decisions include the parent surrogate or the parent as defined in Section II – 6 of this Regulation.
- The local superintendent shall appoint a parent surrogate in compliance with the requirements and timelines set forth in Education Article, §8-412, annotated Code of Maryland.
- The local school system shall maintain all parent surrogate documentation in the student record.

C. Each local school system shall identify a contact person to address issues of coordinating, information sharing, decision making, and problem solving on behalf of children in state supervised care. The contact person shall be the Supervisor of Pupil Personnel and Student Support Services.

D. On or before August 15 of each year, each placement agency shall inform the Director of Social Services of the name and contact information of the placement agency’s contact person. The Director of Social Services at the Department of Human Resources.

E. To the extent practicable, each local school system shall place the contact information required under this section on its Website.

IV. Staff involvement in legal matters:

1. Requests from parents, attorneys, or other individuals for a written statement on behalf of a parent in custody/visitation matters shall not be honored.
2. A request to interview a staff member by an attorney appointed to represent the child, shall be honored. The request shall be made via the Principal and scheduled at a time convenient to the Principal and staff member. A school administrator shall supervise the interview.
3. A request to interview a staff member by an attorney who represents a parent or other party other than the child, shall not be honored.
4. Requests to testify in court shall not be honored unless subpoenaed. Subpoenas must be properly served by hand to the employee named in the subpoena and not by mail or telefax unless authorized. A subpoena shall not be accepted by anyone other than the person for whom it is issued. The individual receiving the subpoena shall notify the school Principal as soon as possible.
5. Parents shall be notified in writing of any subpoena requesting production of student records or student information as outlined elsewhere in this manual.
6. Any request to quash a subpoena must be directed via the Principal or Pupil Personnel Worker to the Director of Student Services.

Parental Rights, and Restrictions Regarding Access to Students and Student Information

Guardianship	Enroll / Withdraw	Educational Decisions	Pickup the Student	IEP Decisions	School Records	Visit School/ Observe	Teacher Conferences	Receive Routine Communications
<i>Legal Guardian, Temporary Guardian, or Guardian ad litem</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Standby Guardian(parent or legal guardian is incapacitated)	Yes, 6	Yes, 6	Yes, 6	Yes, 6	Yes, 6	Yes, 6	Yes, 6	Yes, 6
Custody								
Joint Custody	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sole Custody/Legal Custody/Custody	Yes, 3	Yes, 3	Yes, 3	Yes, 3	Yes, 3	Yes, 3	Yes, 3	Yes, 3
Non-custodial Parent *	No, 12	No,7, or *	No, 1 or 2 or 7, or *	Yes, 7	Yes, 7	Yes	Yes	No, 8, or *
Physical Custody	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Separation								
Non Primary Care Parent	No	Yes,5	No, 1 or 2	Yes	Yes	Yes	Yes	No, 8
Primary Care Parent	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<i>Other</i>								
Foster Parent	Yes,9	Yes,9	Yes,9	No, 11	Yes,9	Yes,9	Yes,9	Yes
<i>Partner of Parent</i>	No	No	No,2	No	No	No, 10	No,10	No
<i>Power of Attorney</i>	Yes,6	No,7	No,2	No,7	No,7	No, 7	No, 7	No,7
<i>Step Parent</i>	No	No	No,2	Yes	No	No,10	No,10	No
<i>Split Custody</i>	Yes,4	Yes,4	Yes,4	Yes, 7	Yes,4	Yes,4	Yes,4	Yes,4
<i>Shared Physical Custody</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

1. Unless with written permission of the custodial parent
2. Unless on emergency card
3. Only this parent may make decisions
4. This parent only makes decisions for the child(ren) for whom they have custody
5. This parent may make decisions when the child(ren) is in his/her care
6. With approval of the Pupil Personnel Worker
7. Unless specified in the legal document/court order
8. Unless requested in writing annually
9. Unless otherwise specified in writing by the placement agency
10. Unless with written permission from the parent or accompanied by the parent.
11. Unless the person is designated as a parent surrogate by CCPS.
12. Unless with written, notarized permission of the custodial parent.

*Once the noncustodial parent is granted written, notarized permission to enroll the child in school, he/she has the same educational rights as the custodial parent.

Rev.3/09

REMOVAL OF A CHILD FROM SCHOOL

A child may be removed from school by a parent or legal guardian. Other persons wishing to remove a child from school may do so only if listed on the student's emergency card or with the written permission of the child's parent, legal guardian, or agency assigned foster parents. Photo Identification may be required of anyone picking up a child from school.

If a parent desires for a child to be dismissed from school prior to the end of the school day, the parent must notify the school principal in writing.

Unless a court order, on file in the school, otherwise prohibits, a non-custodial parent may pick up a child from school with the written permission of the custodial parent or if listed on the student's emergency card. It is the intention of the Carroll County Public Schools to remain neutral in matters concerning separation/divorce and child custody. However, school officials may intervene and make decisions in order to ensure the safety and welfare of the child as well as maintain order and decorum in the school.

Parents may authorize individuals other than themselves to remove their child from school by including the individual(s) name and phone number on the emergency procedure card.

Children who are under the care and custody of community agencies may be removed from school by authorized representatives of the agency in order to receive services. Such removal must be through prior arrangement between the home, the agency, and the school principal.

In the case of an emergency, the principal or designee, will make a reasonable attempt to contact the parent. If parent contact cannot be made, the principal or designee will make a reasonable attempt to contact the individual(s) designated on the emergency procedure card. If this contact cannot be made, the principal may authorize removal and/or transportation as appropriate.

When a subpoena is presented to remove a child from school, a legal document called a "body attachment" must be included before the child may be released.

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