	Governance Students Attending Schools Out-of-Attendance Areas (part 1 of 2)	Administrative Regulation #	JEA
		Implemented	January 13, 2016
		Reviewed/Updated	December 14, 2016 February 12, 2020
Page #	1		
Regulations Owner	Director of Student Services	Expiration/Review	Review: every three years

Administrative Regulation

1. Purpose


Transfer of Student Outside of Attendance Area

Other than students approved for public school choice (see part 2 of 2 of administrative regulations) students shall attend the school designated for the attendance area in which they reside (home school). The residence of the student shall, in all cases, be considered the same as the primary residence of the parent(s) or other legally appointed guardian(s). 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. 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 student and/or 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(s)/legal guardian(s) (except students approved via public school choice). All applicants for an out-of-district placement must submit a request by March 1st in order to be considered, in the event a lottery is needed. A lottery will be utilized when requests exceed available seats.

A student approved for enrollment in an out-of-district school may continue in that school through completion of that school level (elementary, middle, or high), except as outlined in Section K below. A new application is only necessary when a student changes a school level.

A student may be eligible for athletics in only one out-of-district high school. A student may be approved to attend a subsequent out-of-district high school; however, he/she will not be eligible to participate in athletics. Students who are attending his/her home school are eligible to participate in athletics.

Students approved for an out-of-district placement to attend a different school from the one in which they are currently enrolled who are CCPS varsity athletes during the preceding year will be placed on restricted eligibility for one year for the corresponding sport(s). Administrative regulation JPA: High School Eligibility defines restricted eligibility - student is not fully eligible to participate in extracurricular activities. Limited participation as part of a school sponsored team or group. May not participate in competition, public performances or leadership roles, but may participate in meetings and practices.

	Governance Students Attending Schools Out-of-Attendance Areas (part 1 of 2)	Administrative Regulation #	JEA
		Implemented	January 13, 2016
		Reviewed/Updated	December 14, 2016 February 12, 2020
Page #	2		
Regulations Owner	Director of Student Services	Expiration/Review	Review: every three years

The Board of Education values supporting families by allowing siblings to attend the same school whenever possible. As such, consideration will be given for requests for siblings to attend the same school or feeder pattern. Transportation will not be provided by Carroll County Public Schools.

Requests for transfers outside of attendance areas involving schools affected by school closures or boundary adjustments will be handled according to procedures outlined in the student services manual. Those procedures supersede the regulations below.

To protect the integrity of instructional programming in all schools, the Superintendent/designee may limit the number of requests to be honored from any home school. In this case, the Superintendent/designee shall declare a maximum number of requests to be approved from that particular home school and institute a lottery drawing until said number is reached.

2. Scope

Open Schools (under 97% of Adjusted Functional Capacity)

Open enrollment will be allowed with transportation provided by the parent/guardian. The Student Services Department will determine the number of seats available in each school on an annual basis. The number of seats available will be calculated based on the school capacity formula below:


School's Adjusted Functional Capacity

- Jr. ROTC program capacity (as applicable)
- Requests for children of CCPS staff members
- Requests for siblings of current students
- Capacity utilized for special programs

= **Number of seats available**

If the number of out-of-district requests for any school exceeds the seats available, a lottery system will be used to determine the selection of approved applications.

However, students currently attending a school with projected enrollment less than 60% capacity may not be considered for an out-of-district transfer unless they meet the criteria listed below under closed schools, A, B, C, E, OR F.

	Governance Students Attending Schools Out-of-Attendance Areas (part 1 of 2)	Administrative Regulation #	JEA
		Implemented	January 13, 2016
		Reviewed/Updated	December 14, 2016 February 12, 2020
Page #	3		
Regulations Owner	Director of Student Services	Expiration/Review	Review: every three years


Closed Schools (At or above 97% of Adjusted Functional Capacity)

- A. Family provided childcare - Kindergarten through grade 8 - The student must go to school from, or return from school to, a family member's home on a daily basis because both parents are employed and there would be no responsible adult in the child's home.
 - 1. Except in rare and unusual circumstances, Childcare will not be considered as a reason for out-of-district placement for students in grades 9-12.
 - 2. All childcare supervision shall be verified in writing on the out-of-district form and signed by the childcare provider.
- B. Moving into a school boundary - The applicant must provide a copy of a contract/lease 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.
- 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.
- D. Continue in the current school - Request to remain in a school where the student currently attends.
- E. Jr. ROTC - Student is accepted into a Jr. ROTC program at a specific high school (see Administrative Regulations to Board of Education Policy JPA: High School Eligibility)
- F. Siblings of students currently enrolled in the requested school.

4. Procedure

Implementation

- A. For the purpose of out-of-district enrollment, a school will be designated as closed at 97% of the functional/and or state adjusted 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.

	Governance Students Attending Schools Out-of-Attendance Areas (part 1 of 2)	Administrative Regulation #	JEA
		Implemented	January 13, 2016
		Reviewed/Updated	December 14, 2016 February 12, 2020
Page #	4		
Regulations Owner	Director of Student Services	Expiration/Review	Review: every three years

- C. All applications must be submitted by March 1st in order to be considered, in the event a lottery is needed. A lottery will be utilized when requests exceed available seats.

The completed application and all supporting documentation shall be postmarked or delivered to the Student Services Department, 125 North Court Street, Westminster, Maryland 21157 by March 1st. If March 1st is on a Saturday or a Sunday, the deadline will be 4:00 p.m. the following Monday.

Applications and supporting documentation will be accepted as outlined below:

Upcoming school year:

- Deadline of March 1st to be considered for a potential lottery
- Rolling applications accepted through July 31st


During the school year:

- Applications accepted from the end of the first quarter through the end of the third quarter for consideration of an out-of-district placement.


Note: A student will be approved for only one out-of-district placement in a given school year.

If, at any time, an applicant believes the application warrants review due to exigent circumstances, the applicant may submit a written appeal to the Supervisor of Student Services-Pupil Services.

- D. The Student Services Department will investigate any request received within the timeframe stated above and approve or deny the request according to Carroll County Public Schools' regulations.
- E. Student Services staff will render a decision by April 1st for applications received prior to March 1st. Applicants who make an out-of-district request at other times of the year will be notified within ten working days of receipt of the application.
- F. An exception to this regulation may be made by the Supervisor of Student Services-Pupil Services in rare and unusual circumstances when a significant, documented hardship is deemed to exist by student services staff.

	Governance Students Attending Schools Out-of-Attendance Areas (part 1 of 2)	Administrative Regulation #	JEA
		Implemented	January 13, 2016
		Reviewed/Updated	December 14, 2016 February 12, 2020
Page #	5		
Regulations Owner	Director of Student Services	Expiration/Review	Review: every three years

- G. 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. If the out-of-district request is denied, unless the IEP team/504 team makes a change in placement, the out-of-district placement denial shall be the final decision.
- H. Written notification of the decision regarding out-of-district placement will be sent to the applicant.
- I. Enrollment of the student will not begin until the out-of-district application has been approved, in writing, by the Department of Student Services.
- J. Applicants may appeal decisions that deny an out-of-district request.
1. An appeal of the 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 notification of the decision.
 2. An 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.
- K. All out-of-district approvals are subject to further and ongoing review and may be rescinded/denied 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.

	Governance Students Attending Schools Out-of-Attendance Areas (part 1 of 2)	Administrative Regulation #	JEA
		Implemented	January 13, 2016
		Reviewed/Updated	December 14, 2016 February 12, 2020
Page #	6		
Regulations Owner	Director of Student Services	Expiration/Review	Review: every three years

5. Responsibilities

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 Student Services- Pupil Services prior to discussion/implementation with the family.