

Date of Receipt

\_\_\_\_\_  
Student ID Number

**STUDENT REASSIGNMENT**

This form should be submitted to:  
Student Reassignment Office  
Howard County Public School System  
ARL  
10920 Rt. 108  
Ellicott City, MD 21042

This form is to be used to request to remain at or attend a school that is not located in your designated school district based on your current address.

**PLEASE PRINT CURRENT INFORMATION**

Child's Name \_\_\_\_\_ Current School Year 20\_\_/20\_\_

Designated School \_\_\_\_\_ Current School \_\_\_\_\_ Current Grade \_\_\_\_\_

Requested School \_\_\_\_\_ Requested Grade \_\_\_\_\_ Requested School Year 20\_\_/20\_\_

Parent Name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Current Address \_\_\_\_\_  
(Street, City, State, Zip)

The conditions of reassignment are listed below.

- I. Parents of students who are administratively transferred are required to furnish transportation to and from school.\*
- II. Students who are administratively transferred under *approved* categories: School-based Employees, Home Purchase/Lease, JROTC, and **Board approved special exceptions ARE** eligible for interscholastic athletics. The Superintendent or his designee will determine interscholastic athletics eligibility for transfers under categories Disciplinary Action and Safety Reasons.\*
- III. Students voluntarily transferring from one high school to another, *not under the approved categories*, are **NOT** eligible to participate in interscholastic athletics for a period of one year effective the day of transfer.\*
- IV. Students administratively transferred from one school to another will be required to demonstrate acceptable behavior, prompt and regular attendance, and engage in learning in the receiving school. Students not demonstrating these behaviors will be returned to the home school or an alternate appropriate placement determined by the Superintendent or his designee.
- V. Families, who provide the required documentation showing they will be residing in the requested school district within 60 calendar days, may request for their child to attend that school before the move-in date. Students residing outside of the county will be required to pay tuition. Students who have been granted a waiver under the Home Purchase/Lease category and have not moved into their home after **60 calendar days** from the first day of attendance will be sent to the school, in the district, in which they are a resident.\*
- VI. All students approved for administrative transfer will be required at the end of the organizational level to register at the school in the attendance area in which they legally reside.
- VII. If an annual review of school enrollment and capacity indicate overcrowding has occurred or will occur, students attending schools outside their assigned service area may be reassigned in the next school year to the school in the attendance area in which they legally reside.

**PLEASE COMPLETE BOTH FRONT AND BACK OF FORM**

\*Reference "Policy 9000" Enrollment, Residency, Student Assignment, and Admission to Pre-Kindergarten and Kindergarten

# Reason for Request

(Please check ONE appropriate category)

**I. RELOCATION** (Parents/Guardians have moved from the home in the current school district and have provided proof of residency to the registering secretary at the school. School sends to the Student Reassignment Office)

Students, who are in Kindergarten through 10<sup>th</sup> grade and move out of the district during the current school year, may remain for the current school year only. Each student must be enrolled in the school in which the parent or guardian resides at the beginning of the next school year. Parents who move out of Howard County will be assessed tuition.

Students who are in 11<sup>th</sup> or 12<sup>th</sup> grade and move out of the district after the last day of their sophomore year (10<sup>th</sup> grade) will be allowed to remain as an out-of-district student until graduation. Parents who move out of Howard County will be assessed tuition.

Verification of current residency on file: \_\_\_\_\_ (To be initialed by the registering secretary at the school.)

**II. APPROVED CATEGORIES (Parent sends to Student Reassignment Office)**

**JROTC (Parent must contact JROTC Instructor for initial meeting instructions)**  
Students whose designated school does not provide JROTC may request to attend a school as an out-of-district student that does provide JROTC. Students who are approved for JROTC will be required to furnish transportation to and from school. At the time of withdrawal from the course, students will be returned to the school, in the district, in which they are a resident.  
\* (Policy 9000)

**Employee (Send completed form to Student Reassignment Office. Address is on front of form)**  
Full-time employees of the Howard County School System may request to enroll their child in the school in which they are currently assigned. Tuition will be assessed for families residing out of Howard County. Upon employee’s termination from the current school, the child will be allowed to remain at the approved school until the end of the current school year. The child will then be required to transfer to the school in the attendance area in which they legally reside. \*(Policy 9000)

**Home Purchase/Lease (Family WILL be moving into a new home. Required documentation must be presented to the Student Reassignment Office. Tuition will be assessed for families currently residing out of county. Call 410-313-6997.)**

Address \_\_\_\_\_  
(Street, City, State, Zip)

Anticipated Move-In Date \_\_\_\_\_

**III. OTHER** (Please include supporting information or required documentation with this form if appropriate. You may continue on another sheet of paper if needed.) (Parent sends to Student Reassignment Office)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read and agree to the terms listed above and on the back of the form should my child be granted permission to attend a school outside of his/her designated school district.**

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

\*Reference “Policy 9000” Enrollment, Residency, Student Assignment, and Admission to Pre-Kindergarten and Kindergarten