

HOWARD COUNTY PUBLIC SCHOOL SYSTEM

STUDENT REASSIGNMENT REQUEST FORM

Student Reassignment Office
Howard County Public School System
10920 Clarksville Pike - Ellicott City, MD 21042
410-313-6997

This form is used to request enrollment at a school that is not located in your designated school attendance area. Policy 9000, "Student Residency, Eligibility, Enrollment and Assignment" should be reviewed for information on approved categories of student reassignment. Please allow 2 – 4 weeks for processing. Requests for reassignment are accepted after July 1st for the upcoming school year.

CURRENT INFORMATION

Please Print (1 form per student)

Student's Name: _____ Current School Year 20____/20____

Designated School: _____ Current School: _____ Current Grade: _____

Requested School: _____ Requested Grade: _____ Requested School year 20____/20____
(Final determination of requested school under the category of "Other" will be made by the Superintendent/Designee)

Parent Name: (Mr./Mrs./Ms./Dr.) _____ Daytime Phone #: _____

Current Address: _____
[Street Address, City, State, Zip Code]

CONDITIONS OF REASSIGNMENT

- I. **Transportation:** Parents of students who are reassigned are required to furnish transportation to and from school. *
- II. **Interscholastic Athletics Eligible:** Students who are reassigned under approved categories: School-based Employees, Home Purchase/Lease, Relocation, and Board approved special exceptions are eligible for interscholastic athletics. The Superintendent/Designee will determine interscholastic athletics eligibility for reassignments under categories Disciplinary Action and Safety Reasons. *
- III. **Interscholastic Athletics NOT Eligible:** Students voluntarily transferring from one high school to another, under the Open School Designation category are not eligible to participate in interscholastic athletics for a period of one year effective the day of transfer. *
- IV. **Behavior, Attendance, Learning:** Students approved for reassignment 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/Designee. *
- V. **Buying, Building, Leasing:** A resident student whose parents have presented a contract to buy, build, or lease a home in a different school attendance area other than that of the student's designated school may request reassignment to a school in the projected attendance area. If the student is not in the projected home within 90 calendar days of the student's attendance, an extension may be granted. If the request for an extension is not approved, the student will be returned to the original designated school. A non-resident student whose parents are residing out of county may attend school for up to 90 calendar days tuition free. After 90 calendar days, parents must apply for an extension. If the extension is granted, tuition will be assessed beginning on the first day of the extension. If the extension is not granted, the student will be required to attend school in the district of current residence. *
- VI. **Grades 5 and 8:** All students approved for a reassignment will be required at the end of the organizational level to register at the school in the attendance area in which they maintain a bona fide residence. *
- VII. **Schools over capacity:** If an annual review of school enrollment and capacity indicates 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.

*Reference "Policy 9000" Student Residency, Eligibility, Enrollment and Assignment"

PLEASE COMPLETE BOTH FRONT AND BACK OF FORM
REASON FOR REQUEST

Please check one appropriate category.

RELOCATION: Parent submits form to school for residency verification.

Parents/Guardians have moved from the home in the current school district and have provided proof of residency to the registering secretary/registrar at the school.

Verification of current residency on file: _____ [Signature of the registering secretary/registrar at the school.]

- Grades K-10:** Students in grades K-10 who have a change of bona fide residence within the county during the school year may complete the current school year at the school in which the student is enrolled. The student must enroll for the next school year in the newly designated school. *Student will retain eligibility for interscholastic athletics.**
- Grades 11-12:** Students in grades 11-12 who have a change of bona fide residence within the county will be allowed to remain at the student’s current school through graduation. *Student will retain eligibility for interscholastic athletics.**
 - Junior Status:** An exception will be made for a student who has a change of residence after achieving Junior status (earned a minimum of 10 credits, including English 9 and English 10). The student will be allowed to remain at the student’s current school through graduation. *Student will retain eligibility for interscholastic athletics.**

Verification of Junior Status: _____ (Signature of registering secretary/registrar at the school.)

School sends form to the Student Reassignment Office.)

EMPLOYEE: Employee submits completed form to Student Reassignment Office.

- Full-time employees of the Howard County School System may request enrollment of their child in the school where they are currently assigned. -If employee’s location changes 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 for the next school year to the school in the attendance area in which they reside. *Students are eligible for interscholastic athletics.*

BUYING/BUILDING/LEASING: Parent submits completed form to Student Reassignment Office.

- Resident family will be moving into a new home within the required 90 days from the first day of attendance. Required documentation must be presented to the Student Reassignment Office. *Students are eligible for interscholastic athletics.* Call 410-313-6997.

Address of New Residence: _____
[Street, City, State, Zip]

Anticipated Move-in Date: _____

OTHER: Parent sends completed form to Student Reassignment Office.

- Please include supporting information or required documentation with this form if appropriate. You may continue on another sheet of paper if needed.

Reason for requesting reassignment: _____

I have read and agree to the terms listed above and contained in Policy 9000 should my child be granted permission to attend a school outside of his/her designated school district.

Parent/Guardian Signature: _____ Date: _____

*Reference “Policy 9000” Student Residency, Eligibility, Enrollment and Assignment”