

Resident and Nonresident Employees Requesting Student Reassignment

Policy 9000: Student Residency, Eligibility, Enrollment, and Assignment

Eligible HCPSS employees can request student reassignment for their child under the employee benefit.

- Only .5 or greater full-time equivalent HCPSS employees and must be a parent as defined by [Policy 9000](#)
- The child can either be enrolled in the school to which the parent is assigned or in a school within a prescribed feeder pattern cluster.
- If the employee voluntarily transfers to a new employment location during the school year, the child will be allowed to complete the current school year only at the approved school.
- If the employee is administratively or involuntarily transferred, the child may remain at their current school (to which they were previously reassigned) and then progress along subsequent feeder pattern schools as long as the parent remains a HCPSS school-based employee.

To learn more about this category of student reassignment, please visit the [website](#) and [FAQ](#).

Resident

- Student Reassignment Request Forms for resident students will be accepted **starting May 15th**.
- The reassignment approval is valid for the school level unless residency status changes from resident to nonresident and/or work status/location changes (in which case, a new Student Reassignment Request Form may be needed).
- If the resident HCPSS employee leaves .5 or greater full-time equivalent employment, the child may complete the current school year only.
- A new Student Reassignment Request Form is needed when a child changes levels (elementary to middle or middle to high).

Nonresident

- Student Reassignment Request Forms for nonresident students will be accepted **starting July 1st** after tuition rates for the following school year are set by the Board of Education.
- Per the Negotiated Agreements, all eligible out of county employees receive a 50% discount for each student. Tuition may be paid through payroll deductions or one lump sum.
- If the nonresident HCPSS employee leaves .5 or greater full-time equivalent employment, the child may complete the current school year only and tuition at the non-discounted rate will be assessed.
- Nonresidents must apply for reassignment annually as tuition rates change each school year.

HCPSS Employee Feeder Pattern Cluster Chart

High Schools	Middle Schools		Elementary Schools			
Atholton	Clarksville Hammond Lake Elkhorn	Murray Hill Wilde Lake	Bryant Woods Clemens Crossing	Cradlerock Gorman Crossing	Hammond Pointers Run	Swansfield Talbot Springs
Centennial	Burleigh Manor Dunloggin	Ellicott Mills	Centennial Lane	Northfield	Veterans	
Glenelg	Folly Quarter	Glenwood	Bushy Park	Dayton Oaks	Lisbon	Triadelphia Ridge
Hammond	Hammond Lake Elkhorn	Patuxent Valley	Atholton Bollman Bridge	Forest Ridge	Guilford	Hammond
Guilford Park	Elkridge Landing Patuxent Valley	Thomas Viaduct	Bollman Bridge Ducketts Lane	Elkridge	Guilford	Hanover Hills
Howard	Bonnie Branch	Ellicott Mills	Ilchester Phelps Luck	Rockburn Thunder Hill	Veterans Waterloo	Worthington
Long Reach	Bonnie Branch Elkridge Landing	Mayfield Woods	Bellows Spring Deep Run	Elkridge Ilchester	Jeffers Hill Phelps Luck	Rockburn Waterloo
Marriotts Ridge	Burleigh Manor	Mount View	Centennial Lane Manor Woods	Northfield	Waverly	West Friendship
Mt. Hebron	Burleigh Manor Dunloggin	Patapsco	Hollifield Station Manor Woods	St. John's Lane	Veterans	Waverly
Oakland Mills	Lake Elkhorn Mayfield Woods	Oakland Mills Thomas Viaduct	Atholton Bellows Spring Cradlerock	Deep Run Ducketts Lane Hanover Hills	Jeffers Hill Stevens Forest	Talbot Springs Thunder Hill
Reservoir	Hammond Lime Kiln	Murray Hill	Fulton Gorman Crossing	Hammond	Laurel Woods	Pointers Run
River Hill	Clarksville Folly Quarter	Lime Kiln	Clarksville Dayton Oaks	Pointers Run	Swansfield	Triadelphia Ridge
Wilde Lake	Dunloggin Harper's Choice	Wilde Lake	Bryant Woods Clarksville	Clemens Crossing Longfellow	Northfield Running Brook	Swansfield Thunder Hill
Work Location			High Schools		Elementary and Middle Schools	
ARL, Dept. of Education, Homewood, Old Cedar Lane, Ridge Road			River Hill	Wilde Lake	Follow the feeder pattern cluster chart above.	
Ascend One, Mendenhall, Berger Road			Hammond	Oakland Mills		
Cedar Lane School			Reservoir			

For questions about this employee benefit, please contact the Office of Pupil Personnel Services.

residency@hcpss.org * 410-313-6997 * <https://www.hcpss.org/schools/student-reassignment/#employees>