

## Resident and Nonresident Employees Requesting Student Reassignment

### Eligibility & Enrollment Options

**Employee Requirement:** Eligible HCPSS employees who are parents (as defined by [Policy 9000](#)) may request a school reassignment for their child as an employee benefit.

**Reassignment Options:** Upon approval, a student may enroll at:

- The parent’s assigned work location (if the parent works at a school site).
- Another school within the same cluster as the parent’s work location. (Refer to Page 2).

### Resident vs. Non-Resident Employee

	Howard County Resident Employee	Nonresident Employee
<b>Application Opens</b>	May 15	July 10
<b>Length of Approval</b>	Valid through current school level only; new request required for middle or high school	Must apply annually
<b>Tuition</b>	No cost	50% discount of yearly tuition rate per student
<b>Payment Options</b>	Not applicable	Payroll deductions or single payment prior to enrollment

### General Information

**How To Apply:** The Student Reassignment Request Form and additional information can be found on the [HCPSS website](#).

**Voluntary Transfer:** Students may complete the current school year only if an employee voluntarily transfers to a new location outside the current cluster.

**Involuntary Transfer:** Students may remain at the current school and progress through the original cluster following an employee’s administrative or involuntary transfer.

**Job Changes:** Enrollment is limited to the remainder of the current school year if HCPSS employment ends or falls below 0.5 FTE.

**Non-Resident Tuition:** Full, non-discounted tuition rates apply for the remainder of the school year if employment eligibility ends.

## School Options For HCPSS School-Based Employees

Identify the high school associated with the current work location to determine available middle (MS) and elementary (ES) options. Some middle schools and elementary schools have multiple high school (HS) clusters.

### Atholton HS Cluster:

**MS:** Clarksville, Hammond, Lake Elkhorn, Murray Hill, Wilde Lake

**ES:** Bryant Woods, Clemens Crossing, Cradlerock, Gorman Crossing, Hammond, Pointers Run, Swansfield, Talbott Springs

### Centennial HS Cluster:

**MS:** Burleigh Manor, Dunloggin, Ellicott Mills

**ES:** Centennial Lane, Northfield, Veterans

### Glenelg HS Cluster:

**MS:** Folly Quarter, Glenwood

**ES:** Bushy Park, Dayton Oaks, Lisbon, Triadelphia Ridge

### Guilford Park HS Cluster:

**MS:** Elkridge Landing, Patuxent Valley, Thomas Viaduct

**ES:** Bollman Bridge, Ducketts Lane, Elkridge, Guilford, Hanover Hills

### Hammond HS Cluster:

**MS:** Hammond, Lake Elkhorn, Patuxent Valley

**ES:** Atholton, Bollman Bridge, Forest Ridge, Guilford, Hammond

### Howard HS Cluster:

**MS:** Bonnie Branch, Ellicott Mills

**ES:** Ilchester, Phelps Luck, Rockburn, Thunder Hill, Veterans, Waterloo, Worthington

### Long Reach HS Cluster:

**MS:** Bonnie Branch, Elkridge Landing, Mayfield Woods

**ES:** Bellows Spring, Deep Run, Elkridge, Ilchester, Jeffers Hill, Phelps Luck, Rockburn, Waterloo

### Marriotts Ridge HS Cluster:

**MS:** Burleigh Manor, Mount View

**ES:** Centennial Lane, Manor Woods, Northfield, Waverly, West Friendship

### Mt Hebron HS Cluster:

**MS:** Burleigh Manor, Dunloggin, Patapsco

**ES:** Hollifield Station, Manor Woods, St. John's Lane, Veterans, Waverly

### Oakland Mills HS Cluster:

**MS:** Lake Elkhorn, Mayfield Woods, Oakland Mills, Thomas Viaduct

**ES:** Atholton, Bellows Spring, Cradlerock, Deep Run, Ducketts Lane, Hanover Hills, Jeffers Hill, Stevens Forest, Talbott Springs, Thunder Hill

### Reservoir HS Cluster:

**MS:** Hammond, Lime Kiln, Murray Hill

**ES:** Fulton, Gorman Crossing, Hammond, Laurel Woods, Pointers Run

### River Hill HS Cluster:

**MS:** Clarksville, Folly Quarter, Lime Kiln

**ES:** Clarksville, Dayton Oaks, Pointers Run, Swansfield, Triadelphia Ridge

### Wilde Lake HS Cluster:

**MS:** Dunloggin, Harper's Choice, Wilde Lake

**ES:** Bryant Woods, Clarksville, Clemens Crossing, Longfellow, Northfield, Running Brook, Swansfield, Thunder Hill

## School Options For Other HCPSS Work Site Locations

### ARL, Dept. of Ed, Homewood, Old Cedar Lane, Ridge Road:

Choice of schools within the River Hill HS or Wilde Lake HS Clusters.

### Ascend One, Mendenhall, Berger Road:

Choice of schools within the Hammond HS or Oakland Mills HS Clusters.

### Cedar Lane School:

Choice of schools within the Reservoir HS Cluster.