



A student who is the child of an HCPSS employee requesting reassignment must maintain enrollment in the school where assigned during a given school year. The student can attend the assigned school and the associated feeder cluster schools through the student's entire education as long as the parent remains an employee at the work location where the assignment was granted.

## Resident

A resident student whose parent is a .5 or greater full-time equivalent HCPSS employee may be enrolled in the school to which the parent is assigned or into a school within a prescribed feeder pattern cluster (see chart below).

- Student Reassignment Request Forms for resident students will be accepted **in late spring**, after the budget has been adopted and after all staffing has been deployed.
- HCPSS employees need not reapply for Student Reassignment on an annual basis, unless residency status or work location changes and/or if student is changing school levels (elementary to middle or middle to high).

## Nonresident

Upon payment of tuition, a nonresident student whose parent is an HCPSS .5 or greater full-time equivalent employee may be admitted to the HCPSS and enrolled in the school to which the parent is assigned or into a school within a prescribed feeder pattern cluster (see chart below). If the employee leaves .5 or greater full-time equivalent employment, the nonresident may complete the current school year only.

- Student Reassignment Request Forms for nonresident students will be accepted **after July 1st** when tuition rates for the following school year are adopted by the Board of Education. A nonresident student whose parent is an HCPSS .5 or greater full-time equivalent employee qualifies for a 50% discount on adopted tuition rates.
- HCPSS employees must sign an Intent to Pay Form authorizing payroll deductions for payment of tuition before being approved for Student Reassignment. This process must be repeated on an annual basis as tuition rates are subject to change.

## 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 Feeder Pattern Cluster Chart above
Ascend One, Mendenhall, Berger Road	Hammond      Oakland Mills	
Cedar Lane School	Reservoir	

**For any other questions about this employee benefit, please contact [student\\_reassignment@hcpss.org](mailto:student_reassignment@hcpss.org) or at 410-313-6997.**

# Student Reassignment Request Form for Resident and Nonresident HCPSS Employees

## For Student Reassignment Office Use Only

Employment location confirmed **date:** \_\_\_/\_\_\_/\_\_\_

Intent to pay tuition **sent** \_\_\_/\_\_\_/\_\_\_

Intent to pay tuition **received** \_\_\_/\_\_\_/\_\_\_

Date received by Student Reassignment Office: \_\_\_/\_\_\_/\_\_\_

Please print. Allow 2-4 weeks for processing.

This form is used for an HCPSS employee to request enrollment at a school that is not located in a student's designated school attendance area.

**Only** parents (as defined by Policy 9000) of students have access to the employee benefit.

**Only** .5 or greater full-time equivalent HCPSS employees (not temporary employees or substitute teachers) have access to the employee benefit.

## Current Information (Complete one form per student.)

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Designated School: \_\_\_\_\_ Current School: \_\_\_\_\_

Requested School: \_\_\_\_\_ School Year 20\_\_\_/20\_\_\_

Parent (Employee) Name: (Mr./Mrs./Ms.) \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

(Street Address, City, State, Zip Code)

Employment Location: \_\_\_\_\_

Check one: ☐ I am a Howard County resident ☐ I am not a Howard County resident

## Conditions of Reassignment (Policy 9000, IV. L. 1–6)

- I. Transportation** - Transportation will not be provided by HCPSS and parents will agree to provide transportation.
- II. Interscholastic Athletics Eligibility** - Students reassigned under this category are eligible to participate in interscholastic athletics. Student eligibility for participation in extracurricular activities is subject to Policy 9070 Academic Eligibility for High School Extracurricular Activities.
- III. School Level** - Reassignment approval is through current school level (elementary, middle and high) only. A resident student who is reassigned to a school need not reapply for reassignment for that same school on a yearly basis unless indicated. A nonresident student who is reassigned to a school must apply annually as tuition rates are subject to change.
- IV. Behavior** - A student who is reassigned at the request of parents, and who does not meet expectations described in the HCPSS Student Code of Conduct (including, but not limited to attending regularly and on time, showing academic commitment, and following behavioral expectations), may be returned to the student's designated school at any time during the school year. Such decision is made by the current principal after due consideration and proper notification to the student, parents, and the principal of the designated school.

**Please submit completed SRRF to [student\\_reassignment@hcpss.org](mailto:student_reassignment@hcpss.org)**

Student Reassignment Office • 10920 Clarksville Pike • Ellicott City, MD 21042 • 410-313-6997 • [student\\_reassignment@hcpss.org](mailto:student_reassignment@hcpss.org)

PLEASE SEE REVERSE