

**Charles County Public Schools
School Change Request
School Year 2021-2022**

Transportation will be the responsibility of the parent/guardian.
Transfer requests are accepted for grades K-12 only.

The form should be printed, signed (cannot be typed in), scanned and **emailed to Mike Meiser** at mlmeiser@ccboe.com.

The following documents should also be included in the email:

1. Student's birth certificate
2. Two acceptable proofs of domicile
3. Photo identification of parent making request
4. Documents supporting reason for request.

Only completed packets will be processed. If supporting documents are not provided, the request will not be processed.

Processing for School Change Request will begin after June 15th, 2021. Once processed, notification will be sent to e-mail and address provided.

Part 1 – Student Information

Student Name:
Student Date of Birth:
Current Grade:
Home Street Address (where student is domiciled):
City/State/Zip:

Part 2 – Mother/Guardian Information

Part 3 – Father/Guardian Information

Mother/Guardian:	Father/Guardian:
Address:	Address:
City/State/Zip:	City/State/Zip:
Preferred Phone Number:	Preferred Phone Number:
Email Address:	Email Address:
Mailing Address:	Mailing Address
City/State/Zip:	City/State/Zip:

Part 4 – Request

Student's Assigned Home School:
Requested School:
Grade of Student During Requested Year:
If parent/guardian is a CCPS employee; Work Location _____ <div style="text-align: right; margin-right: 50px;">Job Title _____</div> <div style="text-align: right; margin-right: 50px;">Date of Hire _____</div>
Reason for Request: <i>(Attached a separate sheet if needed)</i>

Part 5 – Parent Verification

<i>I hereby declare and affirm under penalties of perjury that the information provided above is true and correct to the best of my information, knowledge, and belief. I understand and agree that if false information is provided, the out-of-zone placement will be denied or revoked, and criminal penalties may apply.</i>
Parent/Guardian Name (Printed):
Parent/Guardian Signature/Date:

From the Office of School Administration

The following athletic eligibility procedures/rules regarding the situations listed below will be followed.

HOUSING – OCCUPANCY PENDING

- Student may enroll for academics. May not participate in athletics until house in school zone is occupied by student.

GUARDIANSHIP – PENDING

- Student may enroll for academics. May not participate in athletics until court documents are received granting guardianship.

JOINT CUSTODY

- Student is ineligible until domicile is established.

HOMELESS STUDENTS

- Follow federal guidelines.

ALL OTHER TRANSFERS, INCLUDING TUITION-PAYING STUDENTS:

- **Approval to attend any high school does not guarantee eligibility for extracurricular activities. All criteria for eligibility must be met and adhered to. Superintendent’s Rule 5126, will be enforced based upon this approval.**
- A student who is transferred to a high school other than the zoned school **on or prior** to the first day of school shall not be eligible for interscholastic athletics for one school year. A student who is transferred to a high school other than the zoned school **after the first day** of school shall not be eligible for one full calendar year from the date the student is initially enrolled.

The school will review the approval every year and the following factors, among others, will be considered when determining if the transfer approval will remain in effect:

- the original reason for the transfer is still in effect
- the student’s attendance and behavior records are acceptable
- the student’s academic effort
- the school does not become overcrowded

The receiving school and the school system reserve the right to rescind the transfer permission at any time for justifiable causes.

If you have any questions or concerns, please call the student services department at 301-934-7326 or 301-870-3814. Thank you.

I have read and understand the above instructions for a School Transfer Request.

Printed Name

Signature/Date

Part 6 – School Assignment Decision *(For Use by Student Services Only)*

Placement:	Approved: _____	Denied: _____	Reason for Denial _____
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Director of Student Services Signature/Date: _____

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).

Charles County Public Schools
Jesse L. Starkey Administration Building
P.O. Box 2770
La Plata, Maryland 20646