

**CAROLINE COUNTY PUBLIC SCHOOLS**  
**Application for Change of Student School Assignment**

Please read the attached *Regulation: Student School Assignment* before completing this form. The parent or legal guardian must complete Part I and submit to Mr. Bill Allen, Caroline County Public Schools, 204 Franklin Street, Denton, MD 21629, (410) 479-3253.

**\*All request forms for the next school year must be submitted no later than June 1. \*\*All requests must be accompanied with a proper proof of residency for the stated physical address in order for your application to be processed.**

**PART I: SCHOOL ASSIGNMENT REQUEST**

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade in SY 2022/2023: \_\_\_\_\_

School Currently Attending: \_\_\_\_\_

Home School According to Residence: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

\*Physical Address (with proper proof of address): \_\_\_\_\_

Mailing Address (if different from physical address): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (please circle) Home Work Cell Message

Requested School: \_\_\_\_\_

**Reason for Request:** Please circle the number that applies. Only reasons listed in *Section E. Exemptions* will be considered:

- 1. Final Grade
- 2. Move from attendance area
- 3. Move to attendance area (Attach documentation, i.e., copy of lease, sales contract.)
- 4. Program of study (Name of program) \_\_\_\_\_
- 5. Medical or mental health (Attach documentation from a physician or mental health provider).
- 6. Childcare for an elementary student (Complete the information requested below):

Name of Provider/Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Days and time supervision is provided: \_\_\_\_\_

Signature of daycare provider: \_\_\_\_\_

- 7. Family condition (Attach explanation and any supporting documentation.)
- 8. Pre-K availability (If approved only for Pre-K year, you are expected to transfer to home school).
- 9. Payment of out-of-county or out-of-state tuition (Payment must accompany request)
- 10. Out-of-county or out-of-state tuition waived.

Additional explanation (Attach separate sheet if more space is needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have received and read the information in *Regulation: Student School Assignments*. I understand that unless otherwise indicated, if this request is approved, transportation is not provided by CCPS. I have also provided the following for proper proof of residency:

electric bill    gas/oil bill    complete lease agreement    mortgage statement    property tax bill

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: School Assignment Decision**

\_\_\_\_\_ Approved    PreK only    Thru grade \_\_\_\_\_

\_\_\_\_\_ Denied (circle all that apply)

- a. Reason Inconsistent w/ Policy & Regulation
- b. Lack of Appropriate Documentation
- c. Application Late/No Unforeseen Emergency

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

(Supervisor will forward this copy of the decision to the parent/legal guardian; retain a photocopy for Pupil Services; and send a photocopy to the home school principal and the assigned school principal.)

APPEALS: Must be made in writing to the Superintendent of Schools, 204 Franklin Street, Denton, MD 21629 within 10 calendar days of the postmarked date of decision. Attach a copy of this form signed by the Supervisor. 02/2022