

**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.**

**PART I: SCHOOL ASSIGNMENT REQUEST**

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

Requested Grade SY 2017/2018: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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: \_\_\_\_\_ School Year: 20\_\_\_\_ - 20\_\_\_\_

**Reason for Request:** Please circle the numbers that apply. 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
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. Sibling currently attending requested school/Name: \_\_\_\_\_
8. Family condition (Attach explanation and any supporting documentation.)
9. Pre-K availability (If approved only for PreK year, you are expected to transfer to home school).
10. Payment of out-of-county or out-of-state tuition (Payment must accompany request)
11. 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.)