

# ALLEGANY COUNTY PUBLIC SCHOOLS OUT-OF-DISTRICT REQUEST

FILE: JC-E1

Date of application \_\_\_\_\_

Student Name	Student's Date of Birth	Grade in 2025-2026	Special Education (Yes/No)	Name of School Requested	Name of School In Your District
Parent(s) Name	Address			Home Phone	Work Phone

Reason for request (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Childcare                             | <input type="checkbox"/> Exceptional family circumstances               |
| <input type="checkbox"/> Student is the child of ACPS employee | <input type="checkbox"/> Mental health reasons (Provider Documentation) |
| <input type="checkbox"/> Sibling attends this school           | <input type="checkbox"/> Academic/social interest of the child          |
| <input type="checkbox"/> School year completion                |   |

\*If requesting to transfer schools due to bullying, harassment or intimidation, please complete the Bullying, Harassment, Or Intimidation Reporting Form (Policy JBA-E).

## Day Care Provider Information (If applicable)

I verify that I provide child care/supervision for the above student on a regular/daily basis. I agree to notify Allegany County Public Schools if this child care arrangement changes or is terminated.

Signature of Child Care Provider \_\_\_\_\_ License \_\_\_\_\_ Date \_\_\_\_\_

## Parent Affirmation

I affirm that the statements are in fact and truth valid at this time and that I will notify the school office of any changes. I accept responsibility for transportation of my child to and from school and certify that I can provide said transportation. I understand that final approval is based upon class-size. Furthermore, I understand that an out-of-district permit is approved for a period of one school year and will be reviewed in June for the subsequent school year. Out of district permits may be denied or revoked at the end of the first semester for one or more of the following reasons: (1) failure to meet the standards for granting an out-of-district permit; (2) unsatisfactory attendance due to unexcused absences/tardies, grades due to missing, incomplete, or unacceptable assignments, conduct, or classroom size; or (3) information on the application is determined to be false.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE IN THIS SECTION - ALLEGANY COUNTY PUBLIC SCHOOL USE

Application Approved Based Upon:

- |   |  |
|---|--|
| <input type="checkbox"/> Child Care                             | <input type="checkbox"/> Mental Health Reason        |
| <input type="checkbox"/> School Year Completion                 | <input type="checkbox"/> Sibling Attends this School |
| <input type="checkbox"/> Title I Accountability Transfer Option | <input type="checkbox"/> Other: _____                |
| <input type="checkbox"/> Parent is Employed at this School      |  |
| <input type="checkbox"/> Exceptional Circumstances              |  |

Application Denied Based Upon: \_\_\_\_\_

Administrator Comments: \_\_\_\_\_

Signed: \_\_\_\_\_

Pupil Personnel Worker

\_\_\_\_\_

School Administrator

RETURN THIS FORM TO THE STUDENT SERVICES OFFICE, ALLEGANY COUNTY PUBLIC SCHOOLS, P.O. BOX 1724, CUMBERLAND, MD 21501-1724. THE DEADLINE FOR SUBMITTING APPLICATIONS IS JUNE, TO BE CONSIDERED FOR THE NEXT SCHOOL YEAR.