

WICOMICO COUNTY BOARD OF EDUCATION

101 Long Avenue
P.O. Box 1538
Salisbury, MD 21802-1538
410-677-4400

School Year

STUDENT SERVICES USE ONLY
TRANSFER NO.
APPROVED
DISAPPROVED
Current Year Only

STUDENT ID #
(To be filled in by school)
Daycare TRF

REQUEST FOR PERMISSION TO ATTEND ANOTHER SCHOOL

(Other than the one that serves your attendance area)

A separate application must be filed for each child.

NAME OF CHILD HOME TELEPHONE

CHILD'S DATE OF BIRTH RACE SEX GRADE PLACEMENT

NAME OF PARENT

ADDRESS
(Mailing address and physical address-P.O. Box #, house number, street or road name, city, town, state, and zip code)

SIGNATURE OF PARENT DATE

SCHOOL CHILD LAST ATTENDED/CURRENTLY ATTENDING

SCHOOL SHOULD ATTEND

SCHOOL YOU WISH CHILD TO ATTEND

SPECIFIC REASON FOR REQUEST: (See back of this form for definitions.)

- 1. Change of residence after the start of a school year.
2. Home under construction with occupancy date after the start of a school year. (Attach required documentation.)
3. Completion of high school program (Grades 9 - 12 only).
4. Last year in current school.
5. Medical. (Attach required documentation.)
6. Academic/program reasons.
7. Babysitter/Daycare. (Complete for PK - 5 only, when applicable)

Name of Babysitter/Daycare

Address

Telephone

Place of Employment

Mother

Father

Business Telephone

Hours of Employment

- 8. Other. (Explain in detail on reverse side of WHITE COPY ONLY.)

PARENTS PLEASE NOTE:

- 1. Acceptance of an approved transfer will require the parent to provide transportation to the school requested.
2. Student may ride on a currently routed bus on a space-available basis.
3. Should attendance, behavior, positive scholastic effort, and/or transportation become a problem, the school will have no choice but to recommend that the special permission, if granted, be rescinded.
4. Approval is subject to space availability.

SUBMIT ALL COPIES INTACT - DO NOT TEAR APART

WHITE COPY - Bd. of Ed. OFFICE
YELLOW COPY - GAINING SCHOOL
PINK COPY - LOSING SCHOOL
GOLDENROD COPY - PARENT

Definitions

1. **CHANGE OF RESIDENCE AFTER THE START OF A SCHOOL YEAR**
May be approved for a family who moves to another attendance area within the county after school begins and wishes their child(ren) to remain in the original school for the remainder of the current year.
2. **HOME UNDER CONSTRUCTION WITH OCCUPANCY DATE AFTER THE START OF A SCHOOL YEAR**
May be approved for a student whose family wishes he/she be enrolled in the appropriate school serving their residence after construction of their home is completed. Attach a letter from contractor stating the location of the new residence and the approximate date of occupancy. Occupancy must be anticipated during the current semester.
3. **COMPLETION OF HIGH SCHOOL PROGRAM**
May be approved for any student (Grades 9-12) properly enrolled by residence and academic qualifications. Such student would be permitted to complete his/her education at the initial school even if the residence of the parent or guardian changes to a different school district.
4. **LAST YEAR IN SCHOOL**
May be approved for a student who completes the year just preceding a normal last year in a school and desires to return to that school for his/her last year without regard to attendance area. A last year in school is defined as the highest grade level offered in any school.
5. **MEDICAL**
May be approved when a student has a medical or emotional problem that would merit consideration for a transfer to a school other than the one that serves the student's attendance area.

 Physical reasons – Attach a letter from a medical doctor clearly stating the reasons for a transfer request.
 Emotional reasons – Attach a letter from a psychiatrist or a clinical psychologist clearly stating the reasons for a transfer request.
6. **ACADEMIC/PROGRAM REASONS**
May be approved when a student (Grades 6-12) desires enrollment in a course or interscholastic sport not offered at the school the student is required to attend.
7. **DAYCARE**
May be approved when a working parent has engaged services of a day care facility (babysitter) to care for his/her child(ren) (Grades PK-5) during the hours of his/her employment. Normally, the child(ren) attend(s) the school that serves the neighborhood of the day care facility.
8. **OTHER** (Explain in detail.)