

ADMINISTRATIVE PROCEDURE

STUDENT TRANSFERS

5110.3

Procedure No.

March 1, 2018

Date

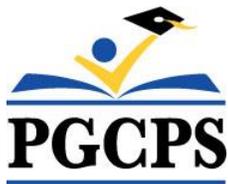
- I. **PURPOSE:** To provide procedures and general guidelines for student transfers in Prince George's County Public Schools.
- II. **POLICY:** The Office of Student Records, Transfers and Archival Services (OSRTAS) is responsible for the approval of student transfer requests to attend a school outside of the designated attendance area. **Transfers are only granted if space is available in the requested school.** If a school is under state-rated capacity (SRC), but the requested grade level is over SRC, the transfer may not be approved. The Associate Superintendent upon review of supporting documentation may remove a school from the List of Available Schools. Transportation is **NOT** provided for students receiving a transfer. Guardians will be responsible for the student's transportation.

In keeping with the Board of Education's non-discrimination policies, students having special needs as documented by an Individualized Education Program or Section 504 Plan will be afforded the same access to transfer as students without special needs or accommodation requirements. No person, on the basis of race, gender, sexual orientation, color, or national origin, is excluded from participation in, may be denied the benefit of, may be treated differently from another person, or may be otherwise discriminated against with regard to transfers.

Schools and programs that are not governed by this transfer process administrative procedure are as follows: School programs designed for students attending their assigned boundary school, such as AVID, Project Lead the Way and Colours Performing Arts Program. Special programs such as the Career and Technical Education academies, lottery-based programs and specialty programs with their own admissions criteria are not covered under AP 5110.3. No transfers are permitted into or between charter schools.

III. **DEFINITIONS:**

- A. **Transfer** – A request for special permission to attend a school other than the in boundary school based on the residence of the student's parent or court appointed guardian.
- B. **Immediate Involuntary Transfer** – Reassignment of a student to a school with a prohibition that the student may not remain enrolled in the current school of assignment.
- C. **English for Speakers of Other Languages (ESOL) Sibling Enrollment Transfer** – The transfer of a student whose sibling has been assigned to an ESOL program outside of the designated attendance area. Transfers may only be granted if space available.



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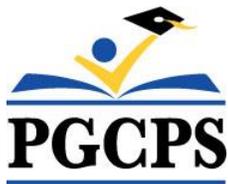
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- D. Student with Disabilities Sibling Enrollment Transfer – The transfer of a student whose sibling has been assigned to a school outside of their designated attendance area to receive instruction and or services as required by the student’s Individual Education Plan (IEP). Transfers may only be granted if space is available.
- E. Terminal Grade Completion Transfer – A provision that allows students to complete their terminal year at a school outside of their attendance area. The student must be eligible for graduation or promotion.
- F. Victim of a Violent Crime – A student who is a victim of a violent criminal offense which includes assault in the first degree, sexual assault in the first or second degree, abduction, arson, manslaughter, rape, and robbery (COMAR 13A.08.01.20).
- G. Enrollment – The number of students enrolled in an educational district, program or school on a given date. The official enrollment for Maryland public schools is the number of students enrolled on September 30th of each school year. The enrollment includes all students who have completed registration requirements and are participating in the educational program regardless of attendance on specified dates.
- H. State-Rated Capacity (SRC) – The number of students, as determined by Maryland Department of Planning (MDP) that can be accommodated for a full-time educational program in a school without impairing the delivery of educational services. The State-Rated Capacity is proposed by a local educational agency using Maryland Department of Planning formulas and is subject to that agency’s approval.
- I. Boundary Changes – Action by the Board of Education to change the school assigned to a residential address.
- J. Boundary School – The school assigned to the principal address of the parent or legal guardian.
- K. Guardianship – A legal appointment granting an adult the legal responsibility for the care and management of a child during its minority.
- L. List of Available Schools – A list of available school options for which a parent may submit a request for a discretionary transfer and in which the enrollment capacity has not exceeded 90% of the state-rated capacity.
- M. The Office of Student, Transfers and Archival Services (OSRTAS) – The office responsible for the review and disposition of transfer requests that are governed by this procedure.



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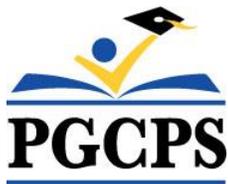
- N. Charter Schools – A public school governed by a charter approved by the Prince George’s County Board of Education. Transfers to charter schools are not granted by OSRTAS.
- O. Before and After School Care Transfers – Transfers are not granted to elementary or middle school students to attend a **school operated before and after school care program**. Those program seats are allocated to students residing within the school boundary and are fee based. Transfers may be granted to external childcare providers. The childcare provider’s address must be within the school’s attendance area. Childcare provider verification must be provided to the school annually to continue a transfer under this provision. It is the parent’s responsibility to inform the school when they move or cease using before and after school care services.
- P. Newly Opened and/or Constructed Schools – A school that was recently built and slated to open or a school that was closed and is being reopened in an existing building. Transfers will not be granted in or out of newly constructed/newly opened schools during their first year of operation.
- Q. Residency Fraud – Failure to provide valid proof of residency and failure to inform the school of any change in residency. Households found to have committed residency fraud are ineligible for transfers until the following school year.
- R. Athletics – Corollary and Interscholastic Programs to promote, organize, and administer athletic contests among schools in Prince George’s County.

IV. PROCEDURES:

A. **Transfer Request Guidelines**

1. **Deadlines:**

- a) To ensure that students are registered and prepared to receive instruction on the first day of each school year, transfer requests must be submitted beginning the first day of the official transfer launch date through the close of business on the last day of the transfer period. Transfers submitted after the deadline will not be accepted. The transfer launch dates will be publicized and are subject to change each school year due to boundary changes and new school construction.
- b) Deadlines for submission of transfer requests are waived for victims of violent criminal offenses committed on school grounds,



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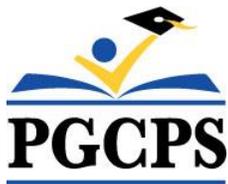
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school-sponsored events, employee-based requests at schools that meet the capacity threshold, immediate involuntary transfers or terminal grade consideration.

2. Transfers may be requested to a school that is **under State-Rated Capacity** (less than 90% of the actual and projected enrollment). The school must be posted on the List of Available Schools for the requested school year. The list is subject to change based on school enrollment.
3. A student, who is a **victim of a violent crime**, shall adhere to the following:
 - a) The request for a transfer under this provision requires that the parent submit **a copy of a police report to substantiate** that the violent crime, as stipulated by this provision, occurred on school grounds, during regular school hours or at a school sponsored event.
 - b) The victim's request to transfer is contingent upon the conviction or adjudication of delinquency of the offender.
4. **Involuntary Transfers** are granted by the OSRTAS or the Department of Student Services for one or more of the following reasons:
 - a) The student has been involved in a gang, gang-related activity or is at-risk due to gang retaliation.
 - b) The student has been identified as the offender in a bullying, harassment or intimidation allegation and has continued these behaviors after documented interventions.
 - c) Extreme extenuating circumstances exist that may cause severe and untenable emotional and/or physical harm to the offender if he or she were to remain at his or her current school assignment. The parent has the right to an appeal. The student may be referred to an alternative education program option by the local school to address safety issues.
 - d) An involuntary transfer may be requested whenever a student is charged with or accused of a criminal offense, either as a juvenile or an adult. OSRTAS or the Department of Student Services, based upon a review of the allegations associated with the arrest or accusation, shall have the authority to effect an immediate involuntary transfer in accordance with the Safe Schools Act of 2010.

The involuntary transfer is approved only if after careful review, based upon a preponderance of evidence, it is the opinion that the health, safety or welfare of students would be substantially at risk by maintaining the student in his or her current school assignment.



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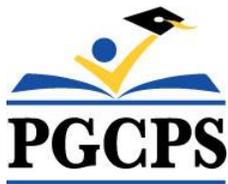
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The parent and student will be informed of the reasons for the transfer and granted an opportunity for a pre-involuntary transfer conference with OSRTAS or the Department of Student Services.

5. **Bona fide Change in Residence:** A transfer may be granted for a bona fide change in residence of the student's parents or legal guardian.
 - a) Transfers may be requested to remain at the current school if there is a bona fide change in residence for the family which would result in a change in school assignment **after** the beginning of the **first quarter or after the completion of the first semester**. The parent/guardian will be responsible for providing transportation. Under this provision, transfers are granted through the end of the school year with an updated proof of residency. A transfer cannot be granted if the family moved from the attendance area without notifying school official(s) of the change of residence or at the conclusion of a residency investigation.
 - b) The OSRTAS, in consultation with the Associate Superintendent, Instructional Director, or principal, may rescind the transfer at the end of the academic year based on attendance or disciplinary concerns. In extreme cases a rescission of a transfer may occur prior to the end of the school year.
6. **The Sibling of a Student with Disabilities:** A transfer may be requested for siblings of students with disabilities to accommodate same school assignment outside of the designated attendance area. Sibling transfers under this section may only be granted if space is available. The sibling, if granted a transfer, may be eligible to ride on the bus with the disabled student provided that space is available. Transportation may be terminated based on disruptive behavior or if space is no longer available. If the disabled student is withdrawn or if there is a change in placement, the sibling may remain; but transportation must be provided by the parent.
7. **Departmental Transfer:** A transfer may be granted for ESOL students to support instructional continuity at the school providing ESOL services. Transportation is not provided.
8. **Siblings of ESOL Students:** A transfer may be requested for siblings of students enrolled in a program for ESOL to accommodate same school assignment outside of the designated attendance area. Sibling transfers under this section may only be granted if space is available. The sibling, if granted a transfer, may be eligible to ride on the bus with the ESOL student provided that space is available. Transportation may be terminated based on disruptive behavior or if space is no longer available. If the ESOL student is withdrawn or if there is a change in placement, the sibling may remain; but transportation must be provided by the parent.



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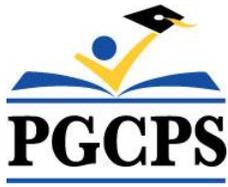
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9. **Completion of Terminal Grade Transfers:** Transfers may be requested in order to allow students to complete their terminal grade if they will be eligible for promotion or graduation during the requested school year.
10. **Children of School-Based Employees:** The children of PGCPS employees working 20 or more hours per week who are eligible to attend PGCPS may be assigned to the school at which the parent/guardian is assigned upon request to the OSRTAS.
 - a) This transfer is contingent upon employee providing verification of employment by PGCPS' Department of Human Resources and the availability of space as determined by the OSRTAS. Unless the employee is assigned to a new school after the transfer window has closed, the transfer request must be made within the required timelines provided for student transfers and requests for before and after care services.
 - b) This transfer request will be considered for comprehensive schools only on a space available basis. All charter, specialty schools and lottery-based programs are excluded.
 - c) Parents or guardian are responsible for the student's transportation.
 - d) When the parent/guardian is no longer assigned to the school, the parent must immediately notify the OSRTAS. If the parent is reassigned to a new school during the course of the school year, the student shall remain in the current school of assignment until the end of the school year.
11. **Activities:** Student transfer grantees are ineligible for participation in interscholastic athletics for one full, complete calendar year.
 - a) **If a student receives a transfer, the student must attend the school for one calendar year from the date of transfer before being eligible to participate in athletics.** Eligibility after the required grace period must meet the eligibility index standards for Prince George's County Public Schools.
 - b) Private or parochial student transfer grantees attending a school outside of their boundary school are ineligible for athletic participation for one calendar year.
 - c) Parents/legal guardians may apply for an athletic waiver:
 - (1) A written request must be submitted to the Office of Athletics stating why the student should participate in the corollary or interscholastic athletic program;



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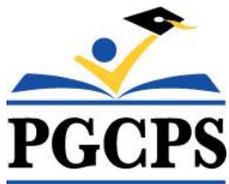
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- (2) Decision letters are mailed to the parent/legal guardian's address as recorded in the Student Information System (SIS) within 15 business days;
 - (3) Decisions may be appealed to the Office of Appeals no later than 15 business days from the date recorded on the letter;
 - (4) Appeal decisions for interscholastic athletic waivers are rendered within 30 days from the receipt of a written request from the parent/legal guardian. A copy of the decision letter from the Office of Athletics must be included with the written appeal;
 - (5) Students cannot participate in any corollary or interscholastic activities while the waiver is under consideration. Failure to adhere to eligibility requirements **may** permanently disqualify student transfer grantees from corollary or interscholastic athletic participation.
- B. Duration of Transfers Granted:** Transfers are in effect until the terminal grade level at the school unless otherwise specified.
- C. Rescission of Student Transfers:** Transfers may be revoked for the following reasons:
1. Providing false information on the transfer application or registration documents;
 2. Failure to provide verification of bona fide residence; or
 3. Evidence of a pattern of poor attendance, truancy and/or chronic behavioral concern unabated by documented interventions. Acceptable documentation may include, but is not limited to, the following:
 - a) Functional Behavioral Assessment (FBA)
 - b) Behavior Intervention Plan (BIP)
 - c) Truancy Checklist
 - d) School Instructional Team (SIT) Notes
 - e) Student Contracts
 - f) Parent Meeting Notes and Recommendations
- In cases where these conditions occur, the principal may recommend that the OSRTAS revoke the approved transfer at the end of the academic year. Documentation must be provided to substantiate the rescission of the transfer under these conditions.
4. Parents and guardians may appeal the rescission to the Office of Appeals within 10 days of notice of the transfer rescission.



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- D. Appeals:** Appeals of denials of transfer request, involuntary transfers, and rescission of transfer may be appealed to the Office of Appeals. The appeal must be in writing and filed with the Office of Appeals not later than 10 calendar days of the denial of the transfer request, involuntary transfer notification, or transfer rescission notification.
- V. **RELATED PROCEDURES:** Board Policy 5110.3, Transfer of Students; Board Policy 5116, Appeal Process for Student Transfer Requests; Administrative Procedure 5010, Homeless Children and Youth-School Access and Services; Administrative Procedure 5110.4, Special Education-Sibling Enrollment; Administrative Procedure 5111, Registration and Withdrawal of Students; Administrative Procedure 6142.1, Technical Academy Program Enrollment Criteria; Administrative Procedure 6150, Educational Requirements and Options in Secondary Schools; Individual Student Victim Transfer Option; Safe Schools Act of 2010; and No Child Left Behind Act of 2001.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Office of Student Records, Transfers and Archival Services, the Department Student Services within the Division of Teaching and Learning. A review is recommended every two (2) years or as deemed necessary.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5110.3, dated December 1, 2015.
- VIII. **EFFECTIVE DATE:** December 1, 2017.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10