



# Pre-K Out of District (Attendance) Area Application

## One Year Only

Frederick County Public Schools  
191 South East Street  
Frederick, Maryland 21701

FCPS Form 400-91F2-E  
[Regulation 400-91](#)

April 2024

Clear Form

### Parent / Guardian to Complete

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Request is for the school year **20** \_\_\_\_\_ - **20** \_\_\_\_\_ Grade: **Pre-K**

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

Address (with whom the child resides): \_\_\_\_\_

Street City State Zip Code

Phone Numbers: Home \_\_\_\_\_ Mother's work \_\_\_\_\_ Father's work \_\_\_\_\_

Mobile \_\_\_\_\_ E-mail address \_\_\_\_\_

Date and name of school you submitted the Pre-K application to: \_\_\_\_\_

Name of school which student should attend based on your address: \_\_\_\_\_

Name of school to which the transfer is requested: \_\_\_\_\_

Child care is provided by (complete only if childcare provider is someone other than parent/guardian:

Provider's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Street City State Zip Code

**FOR OFFICE USE ONLY** Verified on: \_\_\_\_\_

Other – Give specific reasons as to why this transfer is being requested

**Note: If transfer is granted, it is the responsibility of the parent/guardian to provide transportation for the student(s) to the approved out-of-district school.** Your signature indicates that you have the legal authority/custody to make enrollment decisions for your child based on your residency in Frederick County.

\_\_\_\_\_  
Parent/Guardian signature Date

### School to Complete

- Child Qualifies as:**
- Tier 1:** Families whose Total Household Gross Income qualifies up to 300% of the Federal Poverty Level
  - Tier 2:** Families with IEP or EL needs
  - Tier 3:** Families whose Total Household Gross Income exceeds the 300% Federal Poverty Level

**Child accepted for Head Start:** Classroom \_\_\_\_\_ School \_\_\_\_\_

### Submit the completed form:

Email: [Sandra.truax@fcps.org](mailto:Sandra.truax@fcps.org) or mail to: **Office of Early Childhood Education, 191 S. East Street, 3<sup>rd</sup> Floor, Frederick, MD 21701** or fax: **(301)644-4139**. **Note:** Decisions for Out of District Requests will be made in mid-August

### For Office Use Only:

Approved  Denied Date \_\_\_\_\_

Comments