

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 400-78
Subject:	RESTRICTING SCHOOLS TO OUT-OF-DISTRICT TRANSFERS	Issued: 12/1/99
Preparing Office:	Office of the Superintendent	Amended: 11/21/18

I. Policy 200.2

II. Procedures

A. Purpose

If a school's enrollment is over capacity, it is necessary to restrict out-of-district student transfers to those schools. This regulation defines consistent standards to use to determine when to restrict student transfers.

B. Criteria Used to Restrict Enrollment for Schools to Out-of-District Students

Unless exempt under Section "C" below, the following process will apply as criteria used to restrict schools to out-of-district students:

1. Any school whose projected enrollment is not approaching 100% capacity will be open to out-of-district students for consideration for parents who apply for a transfer for their child in accordance with the criteria established in FCPS Regulation 400-15.
2. All elementary, middle and high schools whose projected enrollment for the next school year is approaching 100% or more of their capacity and schools in their first year of operation will be declared restricted to out-of-district transfers by the Superintendent. The Superintendent or designee has discretion to provide exceptions as deemed appropriate.
3. The chief operating officer will annually project enrollment/building capacities and create a list of restricted schools for the next school year. The list will be published prior to the start of the spring semester of the preceding school year.
4. The Superintendent may restrict out-of-district transfers at any time during the school year as circumstances warrant.
5. With the exception of students subject to Board-approved redistricting, when schools are declared restricted, all students currently at the school will be permitted to complete the current school year in the restricted school. Students must submit a new out-of-district transfer request on or before March 1 of the current school year as outlined in FCPS Regulation 400-15. The Department of Student Services, in consultation with the principal, will make a determination regarding the request and inform the parents of the placement decision by April 1.
6. With the exception of schools subject to Board-approved redistricting, schools that are restricted to out-of-district transfer students will remain restricted as long as they

are approaching 100% or more of their capacity. Restricted schools that do not meet their projected enrollment of approaching 100% or more as of September 30, will be re-opened to out-of-district transfers on November 1.

7. Only the Superintendent or designee will have the authority to allow students to attend a school that has been declared restricted.

C. Exceptions

1. A student may attend a restricted high school to enroll in an academy or completer program that is not offered at an unrestricted high school. However, an exception will not be granted to a student who wishes to take an individual course at a restricted high school.
2. In the first year of an academy program, a school may choose to restrict access to out-of-district students to allow final program development and implementation.

Approved:

Original signed by

Theresa R. Alban
Superintendent