

A. Purpose

To articulate procedures for processing out-of-district enrollment outside of a designated attendance area for students in Grades Kindergarten (K) through 12 who are currently enrolled in Frederick County Public Schools (FCPS).

B. Background

FCPS students are expected to attend the school assigned based on their primary residence (*i.e.*, geographically identified school), consistent with Board of Education of Frederick County (Board)-approved attendance areas, with limited exceptions for specialized programs, non-public placements, charter schools, and students identified as experiencing homelessness pursuant to [FCPS Regulation 430-03](#). However, students residing in Frederick County are permitted to apply to attend an FCPS school other than their geographically identified school.

C. Definitions

1. “Closed School” is defined to mean an FCPS school operating at greater than 95% capacity.
2. “Geographically Identified School” or “Geo-Identified School” is defined to mean the FCPS school to which a student is automatically assigned based on the primary residence of the student’s registering parent.
3. “Out-Of-District” (OOD) is defined to mean the area located outside the Board-approved geographic attendance area for a school and within Frederick County’s geographical area.
4. “Out-Of-District Enrollment Request” is defined to mean a voluntary request to attend a school other than the student’s geo-identified school.
5. “Parent” is defined to mean a biological or adoptive parent, a court-appointed custodian or guardian, a foster parent, or a caregiver (as defined by the Education Article of the Maryland Annotated Code or as designated by the United States Department of Health and Human Services, Office of Refugee Resettlement).
6. “Receiving School” is defined to mean the FCPS school a student enrolls in and attends upon approval of an out-of-district enrollment request.
7. “Residence” is defined to mean a person’s true, fixed and principal place of living; a fixed and regular nighttime residence maintained in good faith within the boundaries of Frederick County, Maryland.
8. “Restricted School” is defined to mean an FCPS school operating between 75% and 95% capacity.

9. “Signature Program” or “Academy” is defined to mean a high school-level program, typically characterized by state- or nationally recognized curricular programs requiring external validation and specialized teacher training, that is offered only at certain schools and may have limited enrollment; admission is by application only and open to students from any feeder area, and students residing outside the hosting high school's attendance area may, depending on the program, be responsible for their own transportation.
10. “Underpopulated School” is defined to mean an FCPS school operating under 75% capacity.

D. Procedures

1. Applicability and Exclusions

- a. **Applicability.** This Regulation applies only to students in Grades K through 12 who request to attend a school other than their geo-identified school.
- b. **Exclusions.** This Regulation does not apply in the following circumstances:
 - i. Students enrolled in Pre-Kindergarten (Pre-K).
 - ii. Students reassigned due to Board-approved redistricting.
 - iii. Requests for enrollment of non-resident students (*i.e.*, out of county, out of state), which are governed by [FCPS Regulation 400-16, Admission of Non-resident \(Out of County/State\) Students – Tuition](#).
 - iv. Admission to a charter school, which is subject to the lottery process outlined in [FCPS Regulation 440-01, Charter Schools](#) (formerly 400-84).
 - v. Placements or enrollments related to certain specialized programs, non-public placements, or students identified as experiencing homelessness pursuant to [FCPS Regulation 430-03, Students Experiencing Homelessness](#) (formerly 400-55).
 - vi. Administrative placements.

2. Process and Procedures for Grades K-12 OOD Enrollment Requests

- a. **Application Submission Requirements**
 - i. To initiate an out of district enrollment request, a student’s parent must complete the [Out of District \(Attendance\) Area Application Form](#).
 - ii. In completing this application, the parent is responsible for providing information that is truthful, accurate, and consistent with the most recent court order governing their divorce, separation, or custody matters, as applicable.
 - iii. Completed Application forms may be submitted by any of the following methods:
 1. Electronically to outofdistrict@fcps.org.
 2. By facsimile (fax) to (240) 586-8849.
 3. By US mail to the address listed on the form.
- b. **Application Timelines**
 - i. The out-of-district enrollment application window will be from February 1 through March 1 of the year preceding the school year for which the request is being made. A completed [Out of District \(Attendance\) Area Application Form](#) must be submitted on or before March 1 of the year preceding the school year for which the request is made. For example, the deadline to submit for an Out of District placement for the 2027-2028 school year is March 1, 2027.

- ii. A decision approving or denying the request will be issued by April 1.
- iii. Out-of-district enrollment approval remains in effect through the completion of the student's current grade band. A student must submit a new out-of-district enrollment request only when transitioning from one grade band to the next (*e.g.*, elementary to middle school, or middle school to high school).
- c. **Responsibilities of the Office of Student Services.** The Office of Student Services is responsible for approving or denying out-of-district enrollment.
- d. **Responsibilities of Pupil Personnel Worker (PPW)**
 - i. The PPW assigned to the school being requested is responsible for processing the request.
 - ii. The PPW will provide written confirmation of the receipt of the request to the parent.
 - iii. The PPW will inform the principal of the school being requested for out-of-district enrollment.
 - iv. The PPW will make a determination, in consultation with the school principal, as to whether the request is approved or denied.
 - v. The PPW will promptly provide written notification to the student's parent of the approval or denial of the request, but no later than April 1.
 - vi. The PPW will provide copies of the assignment letter to the transfer school and receiving school, if necessary.

3. Circumstances Considered in OOD Enrollment Decisions

- a. The following circumstances/conditions may be considered when evaluating an out-of-district enrollment request:

Circumstance / Condition	Underpopulated	Restricted	Closed
Acceptance in Academy/Signature Program (Applicable to Grades 9 – 12 Only). The student is applying for or has been accepted into an Academy or Signature Program not offered at their geo-identified school.	Yes, with proof of program acceptance.	Yes, with proof of program acceptance.	Yes, with proof of program acceptance.
Athletics. The request is for the purpose of participating in athletics at the school being requested.	No	No	No
Childcare. The student goes to or returns from school to the home of another adult because no parent or other responsible adult is available in the student's home before or after school, and the adult providing childcare lives or operates within the attendance area of the requested school.	Grades K-8: Yes	Grades K-8: Yes	Grades K-8: Yes, with documentation of financial hardship
	Grades 9-12: No, unless there are exigent circumstances	Grades 9-12: No, unless there are exigent circumstances	Grades 9-12: No, unless there are exigent circumstances

Circumstance / Condition	Underpopulated	Restricted	Closed
Childcare – Fort Detrick. Childcare is being provided at a facility located on the Fort Detrick military installation serving the Department of Defense.	Yes, with documentation	Yes, with documentation	Yes, with documentation
Child of a Benefited FCPS Employee. The student is the child of a benefited FCPS employee and is seeking to attend the school to which the employee is assigned, to attend a school based on the feeder pattern of the employee's assigned school, or for central office staff, a school within reasonable proximity to the employee's work location.	Yes	Yes	Yes
Enrollment Continuity. The student is currently enrolled in the school and is requesting to remain enrolled at that school.	Yes	Yes	Yes
Maintaining multiple residences. Purchasing, renting, or moving into another residence while maintaining a separate residence in the county, and the student seeks to attend a school in the attendance area of the secondary residence.	No	No	No
Mental Health. A mental health or medical professional who has an established therapeutic relationship with the student and is actively treating the student provides a psychiatric or psychological written recommendation supporting the enrollment request.	Yes, with documentation	Yes, with documentation	Yes, with documentation
New School Opening. The student seeks to attend a school that is in its first year of operation.	No	No	No
Redistricting Return. The student is seeking to return to the school from which the student was moved due to a Board-approved redistricting.	No	No	No
Relocation. The parent provides verification of bona fide plans to move into the attendance area of the requested school and to occupy the new residence during the requested school year.	Yes, with documentation	Yes, with documentation	Yes, with documentation

Circumstance / Condition	Underpopulated	Restricted	Closed
Siblings. The student seeks to attend the school where a sibling (sister, brother, stepsister, stepbrother, half-sister, or half-brother) will be enrolled during the same school year.	Yes	Yes	Yes

- b. The Superintendent or their designee may grant exceptions under this section.

4. Enrollment Restrictions (Restricted and Closed Schools)

- a. The Chief Operating Officer will annually project enrollment and building capacities and will publish a list of restricted and closed schools for the upcoming school year prior to the start of the spring semester of the preceding school year. The list is available on FCPS's website at [FCPS / About / Reports & Publications](#).
- b. The Superintendent or their designee may restrict out-of-district enrollment at any time during the school year as circumstances warrant.

5. Denials

- a. Denials will be assessed in accordance with the above table in section D(3).
- b. Denials may also consider the following:
- The student's enrollment at the school being requested would pose an undue burden on FCPS (*e.g.*, specific grade levels may be restricted at any school if found to be over capacity).
 - The student has not demonstrated satisfactory compliance with applicable Board Policies or FCPS Regulations, or the [Student Code of Conduct](#) at their geo-identified school, including attendance, academic performance, punctuality, and behavior, despite school interventions.

- 6. Transportation.** Transportation is not provided to students approved for an out-of-district enrollment, except as required by law. Daily transportation to and from the receiving school will be the responsibility of the parent or, when applicable, the student.

- 7. Interscholastic Athletics.** Students who legally and voluntarily transfer from one FCPS high school into another FCPS high school and request to participate on an interscholastic athletic team after the season has begun may be considered, at the discretion of the coach, to be part of the team. If selected for the team, the student-athlete may not participate in a regularly scheduled game or athletic contest until at least 20 calendar days have elapsed after and including the first day he or she practices with the new school/team.

8. Revocations

- a. FCPS may revoke approved out-of-district enrollment under this Regulation:
- At the end of an academic grading period appropriate to the student's school level, due to excessive absences, tardiness, or disruptive behavior resulting in a significant loss of instructional time, unless the student has been absent for reasons permitted under applicable law or for behavior that is a manifestation of the student's

- disability.
 - ii. If information provided in support of the enrollment request is fraudulent, false, or erroneous.
 - iii. If there has been a change in the information or circumstances used to approve the request.
 - b. **Conditional Approvals.** Students approved for conditional out-of-district enrollment who do not comply with the terms and conditions stated in their acceptance letter from the Office of Student Services may have their out-of-district approval revoked for the following instructional term.
 - c. **Responsibilities of PPW**
 - i. The PPW will make a determination, in consultation with the school principal, as to whether an approved out-of-district enrollment is revoked.
 - ii. The PPW will promptly provide written notification of the revocation to the student's parent.
 - iii. The PPW will provide copies of the revocation notification to the student's geographically identified school and the receiving school, as appropriate.
9. **Appeals Process**
- a. **Appeals to the Superintendent or their Designee**
 - i. Denials of out-of-district enrollment requests by the PPW and revocations of approved or conditionally approved requests may be appealed to the Superintendent or their designee. The appeal must be in writing and filed with the Office of Student Services no later than ten (10) calendar days from the date of the denial notification or the revocation notification.
 - ii. Appeals should be submitted using the [Initial Out-of-District Transfer Appeal Form](#).
 - b. **Appeals to the Board Under Section 4-205 of the Education Article of the Maryland Annotated Code**
 - i. If the parent is dissatisfied with the decision of the Superintendent or their designee, the parent may file a written appeal with the Board within thirty (30) calendar days from the date of the decision of the Superintendent or their designee, in accordance with [Board Policy 105, Appeal and Hearing Procedures](#).
 - ii. Appeals should be submitted using the [Appeal Form – Board Level](#).

E. Related Information

- 1. **Board Policy**
 - a. [Policy 105, Appeal and Hearing Procedures](https://apps.fcps.org/legal/documents/105)
(https://apps.fcps.org/legal/documents/105)
 - b. [Policy 200, School Attendance Areas and Redistricting](https://apps.fcps.org/legal/documents/200)
(https://apps.fcps.org/legal/documents/200)
 - c. [Policy 430, Attendance and Enrollment](https://apps.fcps.org/legal/documents/430)
(https://apps.fcps.org/legal/documents/430)
 - d. [Policy 441, Transportation of Students](https://apps.fcps.org/legal/documents/441)
(https://apps.fcps.org/legal/documents/441)

2. FCPS Regulations

- a. [Regulation 400-16, Admission of Non-Resident \(Out of County/State\) Students – Tuition](https://apps.fcps.org/legal/documents/400-16)
(https://apps.fcps.org/legal/documents/400-16)
- b. [Regulation 430-01, Enrollment Residency Requirements](https://apps.fcps.org/legal/documents/430-01) (formerly 400-07)
(https://apps.fcps.org/legal/documents/430-01)
- c. [Regulation 430-03, Students Experiencing Homelessness](https://apps.fcps.org/legal/documents/430-03) (formerly 400-55)
(https://apps.fcps.org/legal/documents/430-03)
- d. [Regulation 440-01, Charter Schools](https://apps.fcps.org/legal/documents/440-01) (formerly 400-84)
(https://apps.fcps.org/legal/documents/440-01)
- e. [Regulation 441-02, Transportation Appeal Process](https://apps.fcps.org/legal/documents/441-02) (formerly 200-14)
(https://apps.fcps.org/legal/documents/441-02)

3. FCPS Resources

- a. [2025-2026 School Year List of Schools Closed or Restricted](https://fcps-md.info/Closed_Restricted_Schools_25-26SY)
(https://fcps-md.info/Closed_Restricted_Schools_25-26SY)
- b. [FCPS / Families & Students / Enrollment](https://www.fcps.org/families_students/enrollment)
(https://www.fcps.org/families_students/enrollment)
- c. [FCPS / Families & Students / Enrollment / Out of District Transfer](https://www.fcps.org/families_students/enrollment/out_of_district_transfer)
(https://www.fcps.org/families_students/enrollment/out_of_district_transfer)
- d. [FCPS / Families & Students / Student Code of Conduct](https://www.fcps.org/families_students/student_code_of_conduct)
(https://www.fcps.org/families_students/student_code_of_conduct)
- e. **Forms**
 - i. [Appeal Form – Board Level](https://apps.fcps.org/forms/public-policy-forms/15)
(https://apps.fcps.org/forms/public-policy-forms/15)
 - ii. [Authorization to Release Information Form](https://apps.fcps.org/forms/parents-students-mental-health-services/145)
(https://apps.fcps.org/forms/parents-students-mental-health-services/145)
 - iii. [Initial Out-of-District Appeal Form](https://apps.fcps.org/forms/parents-students-enrollment-records/219)
(https://apps.fcps.org/forms/parents-students-enrollment-records/219)
 - iv. [Out-of-District \(Attendance\) Area Application Form](https://apps.fcps.org/forms/public-regulation-forms/101)
(https://apps.fcps.org/forms/public-regulation-forms/101)

4. Maryland Statutes

- a. [Md. Code Ann., Educ. § 4-109](https://fcps-md.info/MD_Educ_Code_4-109)
(https://fcps-md.info/MD_Educ_Code_4-109)
- b. [Md. Code Ann., Educ. § 4-205](https://fcps-md.info/MD_Educ_Code_4-205)
(https://fcps-md.info/MD_Educ_Code_4-205)
- c. [Md. Code Ann., Educ. § 7-101](https://fcps-md.info/MD_Educ_Code_7-101)
(https://fcps-md.info/MD_Educ_Code_7-101)
- d. [Md. Code Ann., Educ. § 7-1303](https://fcps-md.info/MD_Educ_Code_7-1303)
(https://fcps-md.info/MD_Educ_Code_7-1303)

F. Regulation History (Maintained by Legal Services)

<i>Responsible Office</i>	Office of Student Services
Adoption Dates	09/01/79

Review Dates	
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