

For School Year: 2021-2022

(This request is for one school year and must be submitted annually)

## OUT OF AREA TRANSFER REQUEST

Garrett County Board of Education

**Sections I and II must be completed before request can be received by Garrett County Public Schools**

### I. STUDENT INFORMATION:

Student: _____	Grade: _____
Parent/Guardian: _____	Student's Home School: _____
Mailing Address: _____	(School located in your home district)
Home Phone: _____	Requested School: _____
Work Phone: _____	(School located outside your home district)

### II. REASON(S) FOR THE REQUEST:

*If a sitter is involved, please complete the following information:*

Sitter's Name: _____	Sitter's Phone: _____
Sitter's Home Address: _____	
_____	Parent/Guardian Signature
_____	Date

### III. CONFERENCE:

*Home School Request has been:*

<input type="checkbox"/> Approved	_____	Principal's Signature (Home School)	Date
<input type="checkbox"/> Not approved			
Reason for non-approval:			

*Requested School Request has been:*

<input type="checkbox"/> Approved	_____	Principal's Signature (Requested School)	Date
<input type="checkbox"/> Not approved			
Reason for non-approval:			

### IV. TRANSPORTATION DEPARTMENT:

<input type="checkbox"/> Provided by Parent/Guardian	<input type="checkbox"/> Provided by Garrett County Board of Education
Bus: _____	Stop Location: _____
_____	Director of Transportation
_____	Date

### V. ACTION (To be completed by Pupil Services Department):

<i>Your request has been:</i>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Reason for non-approval:		
_____	Supervisor of Pupil Services	Date