### PART I: MCPS Request Form

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
<th>School Name</th>
<th>Approved</th>
<th>Approved until the end of the current school year</th>
<th>Denied—Explanation</th>
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### PART II: DEPARTMENT OF SPECIAL EDUCATION REVIEW

I have discussed this request with the principal of the requested school: Initials _____  Yes □  No □  School Name ________________________

- □ Approved
- □ Approved until the end of the current school year
- □ Denied—Explanation _________________________

Comments: _____________________________________________________________________________________________________________

Signature, Special Education Cluster Supervisor __________ __________

### PART III: DBFIS Action/Notification

Decision letter sent to: □ Parents/guardians  □ MCPS home school principal  □ MCPS requested school principal  □ Special education cluster supervisor

- □ A copy of this document and decision letter were attached in the Online Special Services database

Action/notification completed by ____________________________________________ __________ __________

Signature, DBFIS staff member __________ __________

Copy to: Parents/Guardians; MCPS Home School Principal; MCPS Requested Service School; DBFIS, CESC, Room 225.