

1 Related Entries: JEE-RA
2 Responsible Office: Chief Operating Officer

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5 Student Transfers

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8 A. PURPOSE

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10 To explain the limited circumstances under which students may
11 be granted a transfer, **referred to as a Change of School**
12 **Assignment (COSA)**, to attend a school other than their home
13 school or the school assigned in accordance with their
14 Individualized Education Program (IEP)

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16 B. ISSUE

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18 Students are expected to attend the school within the
19 established area in which they reside (home school) or
20 assigned in accordance with their IEP. ~~Transfers~~**Students**
21 **may submit applications for COSAs** from the home school or the
22 school assigned through the IEP process ~~may be permitted in~~
23 cases of documented unique hardship, **a family move within**
24 **Montgomery County, and in certain circumstances to permit a**
25 **younger sibling to attend the same school as an older sibling.**

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27 C. POSITION

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- 29 1. **A student may apply for a COSA based on the following**
30 **criteria:**
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- 32 a) ~~Transfers should be honored whenever~~ **When** ~~there is~~
33 a documented unique hardship circumstance **is shown.**
34 Problems that are common to large numbers of
35 families do not constitute a unique hardship.
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- 37 ~~a) Exemptions The following circumstances are exempted~~
38 ~~from the student transfer process:~~
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- 40 b) **When a family moves within Montgomery County,**
41 **preference to remain in the original school will be**
42 **considered to complete the current school year**
43 **only.**
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- 45 c) ~~An~~ **When a younger sibling seeks to attend the school**
46 **where an older sibling will be enrolled in the**
47 **regular/general school program during the year the**
48 **younger sibling seeks to enroll.** ~~elder sibling~~
49 ~~attends the requested school in the regular~~
50 ~~program.~~
51
- 52 d) ~~If the~~ **When an older sibling attends a magnet,**
53 **language immersion, or other application program,**
54 ~~or special program, an exemption~~ **a COSA may be**
55 ~~granted~~ **approved to the regular school program for**
56 **younger siblings** on a case-by-case basis. ~~with~~

57 **Such approval requires** consideration ~~given to of~~
58 **available classroom** space, **grade-level enrollment,**
59 **staffing allocations, or other factors that impact**
60 **the schools involved.** ~~needs or limitations at the~~
61 ~~requested school.~~

62 **e) Sections c) and d) above do not apply if a boundary**
63 **change has occurred.**

64 ~~d)~~

65 ~~e) Students have met the criteria for and been admitted to~~
66 ~~countywide programs~~

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68 **2. COSAs are subject to the following procedures:**

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70 **a) ~~1.~~—COSA applications are to be submitted between**
71 **February 1 and April 1 of the school year preceding**
72 **the year of the desired transfer. Every effort**
73 **will be made to notify parents and students of the**
74 **decision regarding their COSA request by May 31.**

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76 **b) A student who receives an approved COSA out of**
77 **his/her current feeder pattern must ~~transfers to~~**
78 **~~another school without a change in residence of~~**
79 **~~his/her parents or legal guardian shall attend the~~**
80 **new school for one calendar year ~~in order to be~~**
81 **able ~~eligible~~ to participate in athletics. A**
82 **waiver from this restriction may be requested.**

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84 c) Parents ~~either accepting a COSA hardship transfer~~
85 ~~or receiving an approved exemption under 2 a) or b)~~
86 assume responsibility for transportation, and
87 recognize that student parking is regulated on a
88 school-by-school basis.

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90 e)d) Reassignment from one consortium school to another
91 after lottery assignments for that year are
92 finalized are handled through the Division of
93 Consortia Choice and Application Services, based on
94 a unique hardship.

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96 3. COSAs are not required for a student to attend a school
97 other than their home school under the following
98 conditions:

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100 a) A student attending a middle school on a COSA
101 seeking to attend the high school in that middle
102 school's feeder pattern.

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104 b) Students who have been admitted to countywide
105 programs, regional programs, or programs
106 specifically identified by the Superintendent in a
107 publication that will be issued annually. MCPS
108 reserves the right to require students to return to
109 their home school if they cease participation in
110 the program.

112 c) Any child who has an older sibling who is currently
113 enrolled in a language immersion program, and will
114 continue to be enrolled in that language immersion
115 program the year the younger sibling seeks to
116 enroll, may participate in a lottery established by
117 the superintendent of schools for admission into
118 the language immersion program. Such lottery shall
119 include a weighting process that takes into
120 consideration factors to include: (a) students who
121 have an older sibling who is currently enrolled in
122 a language immersion program and will continue to
123 be enrolled in the year the younger sibling seeks
124 to enroll; (b) socio-economic status and poverty;
125 and, (c) other factors as identified by the
126 superintendent of schools, such as, in specific
127 circumstances, a catchment area. Any child who has
128 an older sibling who was enrolled in a language
129 immersion program during the 2017-2018 school year
130 and has an older sibling who will continue to be
131 enrolled the year the younger sibling seeks to
132 enroll, may enroll in the language immersion
133 program without the necessity of participating in
134 the lottery conducted for admission into that
135 program.

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137 ~~a) Continuation at the articulation point from middle school to~~
138 ~~high school~~

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D. DESIRED OUTCOMES

1. To maintain the stability of school attendance boundaries by promoting home school attendance and respecting the space needs or limitations of the individual schools.

2. To provide a process for students to receive a COSA when circumstances arise regarding unique hardship, a family move within Montgomery County, or certain circumstances to permit a younger sibling to attend the same school as an older sibling.

3. To provide clarity for the relationship between the COSA process and countywide programs.

E. IMPLEMENTATION STRATEGIES

This policy is implemented through administrative regulation.

F. REVIEW AND REPORTING

This policy will be reviewed ~~on an ongoing basis~~ in accordance with the Board of Education policy review process.

167 *Policy History:* Resolution No. 288-72, April 11, 1972, amended by
168 Resolution No. 825-72, December 12, 1972, reformatted in
169 accordance with Resolution No. 333-86, June 12, 1986 and
170 Resolution No. 458-86, August 12, 1986, accepted by Resolution
171 No. 517-86, September 22, 1986; reviewed February, 1995; amended
172 by Resolution No. 92-02, March 12, 2002; non-substantive
173 modification, November 16, 2006; **amended by** .