

Cumberland County School System

Request for Out-of-Zone School

Procedures

1. If a parent/guardian wishes for their child to attend an out-of-zone school, they must submit an official request during the designated advertised window. Typically, this will run from the 1st school day in April to the 10th school day of the new school year for students. School personnel will collect all forms and stamp the date and time the request was received in the school office.
2. Kindergarten students will register at their zoned school and may submit their out of zone requests to the zoned school along with their enrollment papers. Schools should send in kindergarten out of zone requests along with other requests. No forms should come directly from parents to Central Services. All forms should initially be turned in to schools.
3. If this request is granted, the parent/guardian must take all necessary steps to withdraw the student from the current school and enroll the student into the new school.
4. The parent/guardian will provide transportation all the way to and from the out-of-zone school.
5. No transfers from one county school to another will be permitted during the school year with the exception of a change in residence.
6. Students not living in Cumberland County will also need to submit a completed and signed Out of County Application form.
7. Requests may be denied based on available space, attendance and behavior.
8. The parent/guardian must apply for the out-of-zone school **every year**. There is no guarantee there will be space available from one year to the next.
9. Students who attend Pre-Kindergarten in an out-of-zone school are not grandfathered into that school. Their parent/guardian must submit the out-of-zone request to be considered for enrollment in that "out-of-zone" school.
10. 8th grade students who attend an out of zone elementary school are NOT guaranteed enrollment in the out of zone high school.
11. Once a high school student is accepted as an out of zone student, that student may finish at that out of zone high school provided their attendance and behavior is acceptable (general rule: fewer than 15 days absent; fewer than 5 discipline referrals per year with no major discipline issues such as fighting and zero tolerance incidences).
12. If a student changes residences during the school year, they may remain at the current school for the remainder of the school year. If they wish to continue in that now out-of-zone school for the next year, they will need to submit an out-of-zone request as described above.
13. **Any student who is found to be attending an out-of-zone school without written approval from Central Services will be immediately withdrawn from the out-of-zone school and enrolled in that student's in-zone school.** This does not apply to students who have a change in physical address during the year. For this circumstance see rule #5.
14. CCHS and SMHS are to be comparable in enrollment. Boundaries:
 - a. No more than 2.5% difference in total enrollment
 - b. No more than 2.5% difference in grade level enrollment
 - c. No more than 55 student difference in total enrollment
15. If teachers are on carts and do not have their own classrooms, then capacity is reached and no new out of zone students will be permitted at that school.
16. Every attempt will be made to make out of zone decisions for high school by June 15th each year. New requests received after June 15th will be processed after the 1st full day of school when confirmed enrollment numbers are received.