

**Cumberland County School System**  
**Request for Out-of-Zone School**  
**Procedures for the 2023-2024 School Year**

**1. Submitting the Out-of-Zone Request:**

- a. 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. Out-of-Zone requests may be picked up from each school or Central Services beginning Monday, April 3, 2023.
- b. Completed applications must be returned to Central Services at 368 Fourth Street by parent/guardian. The window of submission for all **high school students, 9-12, will be May 1 thru May 31** and **K-8 students May 1 thru Aug. 10.**
- c. Students not living in Cumberland County will be processed after all in-county applications are reviewed and a lottery is held.

**2. Grade Level Considerations:**

- a. 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.
- b. Kindergarten students will register at their zone school and may submit their out-of-zone request to Central Services at 368 Fourth Street.
- c. 8<sup>th</sup> grade students who attend an out-of-zone elementary school are NOT guaranteed enrollment in the out-of-zone high school.

**3. Conditions for Out-Of-Zone Consideration:**

- a. Requests may be denied based on available space.
  - i. **Space:** Space available is derived from the number of students and teachers allotted per school. Adhering to state recommended and maximum class sizes leads to the determination of space available.
  - ii. **Attendance:** As a general rule, students who have been absent, tardy, or checked out a combined total of 15 or more days of the school year are not eligible to request out-of-zone for the next year. Extenuating circumstances will be evaluated by administration to determine if an exception is to be made.
  - iii. **Behavior:** As a general rule, students who have 5 or more discipline referrals in a single year are not eligible to request out-of-zone for the next year. Students who have a major discipline occurrence (i.e. violence, drugs, alcohol, and zero-tolerance incidents) may not be eligible to request out-of-zone for the next year. Extenuating circumstances will be evaluated by administration to determine if an exception is to be made.

**4. Changes During the School Year:**

- a. No transfers from one county school to another will be permitted during the school year with the exception of a change in residence.
- b. If a student changes residence 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.

**5. Caution:**

- a. **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 #4b.
- b. Decisions for high school out-of-zone students will be made June 2, 2023. Decisions for elementary out-of-zone students will be made August 12, 2023. Lottery drawings will be held and recorded. They will be made available upon parental request to view the tape.

**6. After Out of Zone Application Approved:**

- a. If a 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.
- b. The parent/guardian will provide transportation all the way to and from the out-of-zone school.
- c. Once a student is accepted as an out-of-zone student, that student may finish at that out-of-zone school provided their attendance, behavior, and effort is satisfactory.

