

# News Release: 2015-2016 Student Transfer Season to Open April 30

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April 29, 2015

For Immediate Release

CONTACT:

Office of Student Records & Transfers

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UPPER MARLBORO, MD – Prince George's County Public Schools (PGCPS) will accept student transfer requests for the 2015-2016 school year beginning April 30, 2015. The Office of Student Records and Transfers will accept applications until May 29, 2015 at 11:59PM.

Parents and guardians can submit transfer requests electronically through the SchoolMax Family Portal. Portal access is limited to parents and legal guardians. Electronic transfer requests are only accepted from students enrolled in PGCPS.

The Office of Student Records and Transfers will not accept transfer requests to schools that exceed state-rated capacity. [Click here to view a list of schools eligible to receive transfer students.](#)

How do I apply for a transfer request?

The student transfer application is available online within the SchoolMax Family Portal. Parents and legal guardians must have a username and password to access the portal.

Families who do not have a SchoolMax Family Portal username and password can [click here](#), to view instructions on how to create an account.

Can I apply for a transfer request to any school within PGCPS?

Only schools with available seats can be selected as a transfer option. This list will change as each school's enrollment reaches seating capacity or grade-level capacity. Although a school is listed, seats may not be available at every grade level. Transfers cannot be accepted for schools or programs with a separate admission process, such as a specialty program or public charter school.

All students are expected to attend the school assigned to the address where their parents or legal guardians reside. Students must not withdraw from, or stop attending their assigned school until they receive an official letter of transfer approval. There is no guarantee that a student will gain admission to a listed school.

How do I submit a transfer request based on the location of my child's before and after school care provider?

Parents seeking a transfer based on before and after school care must submit a transfer request through the SchoolMax Family Portal, and enter "before and after school care" as the reason for transfer. If approved, the parent or legal guardian must submit proof of residency or a childcare license for the requested school's attendance area and complete a residency verification form. These documents can be obtained from the approved school or the Office of Student Records and Transfers. Parents and legal guardians must provide a copy of the approval letter with documentation prior to enrollment. Before and After School Care Transfer Requests will only be considered for schools with available seats at the school and/or grade-level. If the request is based on childcare needs, please list the reason on the application.

Can I submit a transfer request if my child is not currently enrolled in PGCPSS?

Please contact the Office of Student Records and Transfers by phone at 301-567-8751 if the student requesting a transfer is not currently enrolled in a Prince George's County Public School. Decision letters will be mailed to the address on file in the SchoolMax Family Portal, prior to the last day of school.

If my transfer request is approved, will transportation be provided for my child?

Parents must accept full responsibility for transportation for all approved transfer requests. Students may not ride special buses designated for technical, vocational, career, special education, or other specialty programs.

Who can I contact if I need additional help applying for a student transfer?

Parents requiring additional information and assistance in applying for a student transfer can visit the Office of Student Records and Transfers at the Oxon Hill Staff Development Center. The center is located at 7711 Livingston Road, Suite L, in Oxon Hill. Assistance is available Monday through Friday from 9 a.m. – 4 p.m. Please email questions and concerns to [student.transfers@pgcps.org](mailto:student.transfers@pgcps.org). You may also consult the website or contact the Office of Student Records and Transfers at 301-567-8751 for more information.