

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### **CHANGE OF DOMICILE – PERMISSION TO REMAIN AT NON-ZONED SCHOOL**

#### **School Attendance Areas**

The Board of Education establishes attendance zone boundaries. All school-age individuals residing in Montgomery County shall be assigned to a school within the area (zone) in which their parents or legal guardians have established their domicile. The domicile is the place where an individual has his/her permanent home. Every person has at all times ONE domicile, and no person has more than one domicile at a time.

#### **Change of Domicile (also known as “9 Weeks Rule”) - Permission to Remain at Non-Zoned School**

**A student who has attended a school within his/her legal school zone for a full nine-weeks period and whose domicile is legally changed during the current school year may continue to attend said school for the remainder of the current school year.** The student is NOT allowed to ride the CMCSS bus to or from the out-of-zone school. Parents must make other transportation arrangements. The parent should provide the school updated address and phone numbers.

\*Beginning with the following school year, the student should attend the school in the zone in which his/her domicile is located.

**Before the school year closes, the principal should send the End of Year Out of Zone letter to the parent.**

**If unusual circumstances arise concerning change of domicile, the principal should contact the Level Director.**

Implementing Procedures: [STS-P008](#) Change of Domicile Procedure

Associated Documents: End of Year Out of Zone Lettter (PowerSchool)

#### **Revision History:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
7/28/14	IR	Initial Release
10/15/18		Moved from Instruction to Student Services. Added STS-P008 to implementing procedures.

**\*\*\*End of Policy\*\*\***