

Directions for completing the Out-Of-County Student Reassignment Form

- Please indicate if this is an initial or renewal request.
- Indicate what school year this request will be effective.
- Print the student information as requested.
- Indicate the assigned school/county and the requested school/county.
- State reason for request.
- Check any conditions that may apply to your child.
- Answer yes or no to expulsion/arrest/DJJ involvement your child may have had.
- If any answers to above question are yes, explain situation.
- Check any special conditions that apply to your child.
- Print and sign your name as the Parent/Guardian.
- If you are applying to have your child attend Charlotte County Public Schools, the “receiving” principal must sign the application prior to processing. You must also obtain a release from the county in which you reside and attach it to the Charlotte County Public Schools reassignment form.
- If you are applying for a release from Charlotte County Public Schools for your child to attend a school outside of Charlotte County you do not need a receiving principal’s signature. Instead, contact the county in which you wish your child to attend and obtain the appropriate paperwork in order to attend a school in that county.
- All high school students who checked YES to their interest in participating in athletics must meet with the high school athletic director of their school of choice. At this meeting, student athletes may also be asked to complete an “Affidavit of Compliance with the FHSAA Policy on Athletic Recruiting.”

- Return the completed application either by mail or in person to

Charlotte County Public Schools
1445 Education Way
Port Charlotte, FL 33948

Attention: Student Services/Reassignments

Please note:

- Out of County Reassignment Form’s **must be completed each year** you wish to have you student attend a school outside of the county in which you reside.
- Transportation to and from school is the responsibility of the parent/guardian.
- Falsifying and/or omitting accurate information on the reassignment form will result in revocation of the student reassignment privilege.
- Upon the recommendation of the principal and the review and approval of the Hardship Committee, a student may be returned to the assigned school in his/her district for the following reasons: discipline and/or attendance problems; or other changes in circumstances.