

# BALTIMORE CITY PUBLIC SCHOOLS

## SAFETY TRANSFER REQUEST PROCEDURE & CHECKLIST

Baltimore City Public Schools (“City Schools”) is committed to providing safe, academically engaging, positive and inclusive climates for all students. If a student’s individual right to a safe, learning environment cannot be adequately supported in their current educational placement, the student and/or their parent/guardian may request an intra-district, safety transfer to another school. However, the removal of a student should be the action of last resort, after all school-based efforts to ensure student safety have been exhausted.

Due to the seriousness of a safety transfer request, City Schools require the student, parent/guardian, and school administrator to submit a Safety Transfer Request Form and any related documentation for consideration by the Office of Enrollment, Choice, and Transfers (ECT).

The appropriate steps that should be taken regarding safety concerns and subsequent transfer requests are outlined below:

- Parent/guardian should complete and submit City Schools’ Bullying, Harassment, or Intimidation Form, if applicable.
- Parent/guardian should discuss concerns with a school administrator to launch a school-level investigation.
- If concerns are not resolved at the school level, parent/guardian should file a formal complaint by calling City Schools’ Headquarters (443.984.2020), and obtaining the tracking number to launch a district-level investigation.
- If concerns remain unresolved, parent/guardian should complete and submit a Safety Transfer Request Form to the ECT office.
- Any pertinent documentation to support the request should be attached to the Safety Transfer Request Form, including but not limited to a police report, court order(s), and/or other documents such as hospital/medical records, disciplinary records, school-based meeting/conference documentation, letters, text messages, or screenshots from social media.

Thank you in advance for your cooperation and for providing the required documentation.

Sincerely,

*Brandon L. Tilghman*

Brandon L. Tilghman, Director  
Office of Enrollment, Choice, & Transfers

# SAFETY TRANSFER REQUEST FORM

OFFICE OF ENROLLMENT, CHOICE & TRANSFERS  
200 E NORTH AVE., ROOM 106, BALTIMORE, MD 21202

**BALTIMORE CITY**  
**PUBLIC SCHOOLS**

## STUDENT INFORMATION

Legal Student Name \_\_\_\_\_  
LAST FIRST MIDDLE SUFFIX

Current Address of Student \_\_\_\_\_  
STREET CITY STATE ZIP

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Present Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_ Student ID # \_\_\_\_\_ Gender  Male  Female  X (non-binary)  
MONTH/DAY/YEAR

## RATIONAL FOR REQUEST (TO BE COMPLETED BY PARENT/GUARDIAN OR STUDENT)

PLEASE EXPLAIN REASON FOR TRANSFER IN DETAIL (If additional space is needed, please use a separate sheet of paper)

Signature of Parent/Guardian \_\_\_\_\_

## SUPPORTING DOCUMENTATION (PLEASE ATTACH SUPPORTING DOCUMENTATION FOR TRANSFER CONSIDERATION)

Police Report of Safety Incident  YES  NO If yes, Report Number \_\_\_\_\_

Copy of Bullying, Harassment, or Intimidation Reporting Form  YES  NO If not, please complete bullying/harassment form at [www.baltimorecityschools.org/bullying](http://www.baltimorecityschools.org/bullying).

## ADMINISTRATOR STATEMENT (TO BE COMPLETED BY SCHOOL'S ADMINISTRATOR)

I agree with this transfer request  YES  NO Has investigation been conducted by the school?  YES  NO

Signature of Administrator \_\_\_\_\_

### OFFICE USE ONLY

Date Request Received \_\_\_\_\_ Decision:  Approved  Denied Present School Number \_\_\_\_\_

Staff Associate Signature \_\_\_\_\_

School Assignment \_\_\_\_\_ Instructional Setting \_\_\_\_\_ LRE (If applicable) \_\_\_\_\_