An OOD student is any TPS student that is currently enrolling into or attending a TPS school that is not considered their home school or within their neighborhood’s school boundary. This does not apply to students that are enrolling into or attending a TPS school who live beyond the TPS boundaries - those students are enrolled using our Open Enrollment process.

1. Explain to parent that completion of an Out of District (OOD) form for a preferred school is *NOT* approved until the principal signs the OOD.
2. Parent **MUST** know that until approval, student will need to be registered at their **HOME SCHOOL**.
3. Parent is responsible for their student’s transportation when attending an OOD school.

OOD applications for the next school year are printed and sent to the schools in January. The due date varies each year but is usually in March or April. The due date is printed at the top of the OOD application. This is a flexible due date as we accept OODs at any time all year round. We do list a date though so that our parents that are trying to enroll in some of our more crowded schools understand that the closer to that deadline that their paperwork is turned in the better their chances are for being awarded an OOD permit to their requested school.

Once the form is filled out the principal of the requested school must approve first and if it’s a special needs student the SAC center must agree to this as well. Once approved the signed form is sent to the Pupil Placement office for processing.

Every year in April each school gets a report with every OOD in their building for Rollover or Denial.

Out of District Codes (FYI)

*ONLY PPO and SAC should edit these fields.*