

# ADMINISTRATIVE PROCEDURE

# STUDENT TRANSFERS

AP No. 5110.3 Effective Date: August 20, 2025

- I. <u>PURPOSE</u>: The purpose of this administrative procedure is to provide guidelines for considering the circumstances for a student to attend a school other than their identified residential boundary/attendance school and to provide a fair and equitable process for all parent(s) or guardian(s) requesting a transfer for their children from their identified residential boundary/attendance school to the requested school.
- II. <u>POLICY</u>: Although the Prince George's County Board of Education (Board) expects that each student will attend the identified residential boundary/attendance school in which their parent(s) or legal guardian(s) resides, the Board recognizes that there are circumstances when consideration may be given for a student to attend a school other than their identified residential boundary/attendance school. (Board Policy 5110.3)

# III. BACKGROUND:

- A. Prince George's County Public Schools (PGCPS) students are required to attend the identified residential boundary school of their parent(s) or legal guardian. Transfers are granted solely to students whose parents or legal guardians reside in Prince George's County with the exception of students in state-supervised care. In the case of students in state-supervised care, a transfer may be granted to a student after placement to maintain enrollment in the student's school of origin.
- B. A student transfer to another school may only be authorized by the Office of Student Records, Transfers and Archival Services (OSRTAS). The list of available schools for the current transfer year will be posted publicly on PGCPS websites and considered for transfers. The list reflects all schools that were available at the beginning of the transfer window. The available schools/grade levels will change as seats are assigned to students. Requests for transfers to schools that are not on the list of available schools cannot be accessed through the transfer portal. Only eligible comprehensive schools with grade levels K-12 are available for selection during the designated transfer windows.

OSRTAS does not grant transfers to alternative or specialty schools, programs, or regional special education programs. Students withdrawn or removed from specialty programs, lottery, or charter programs during the school year must enroll in their boundary school and are not eligible to request a transfer to remain there.

# IV. <u>DEFINITIONS</u>:

- A. *Athletic Transfer Screening* -The PGCPS Athletic Screening Form must be completed and submitted for potential student-athletes who have been granted a transfer.
- B. *Boundary change* Action by the Board to change the school(s) assigned to a residential address.
- C. *Boundary/attendance school* The school assigned to the principal address of the parent or legal guardian.
- D. *Comprehensive schools* Schools based on the primary address of the parent or legal guardian. This does not include specialty programs within the building, charter, or lottery-based school programs.
- E. *Designated attendance area* –The geographical boundary defined by the Board for a school, which is open to all students of the appropriate grade level with a bona fide residence within that geographical boundary.
- F. English Language Development (ELD) Sibling Enrollment Transfer The transfer of a student whose sibling has been assigned to an ELD program outside of the parent/legal guardian's designated attendance area. Transfers may only be granted if space is available at the requested grade level and the school is on the list of available schools.
- G. *Enrollment* The number of students enrolled in a local school system, program, or school on a given date. The official *enrollment* for Maryland public schools is the number of students enrolled on September 30<sup>th</sup> of each school year. The *enrollment* includes all students who have completed registration requirements and are participating in the educational program, regardless of attendance on specified dates.
- H. *Guardianship* A legal appointment granting an adult the legal responsibility for the care and management of a child during its minority.
- I. *Immediate involuntary transfer (involuntary transfer)* Reassignment of a student to another school thereby prohibiting the student from remaining enrolled in the current school of assignment.
- J. *Interagency Commission on School Construction (IAC)* An independent unit of State government that provides the direction of State funding for school construction,

- facility management assistance, and maintenance effectiveness assessments, and advice.
- K. List of available schools A list of available comprehensive school options for which a parent may submit a request for a transfer during the official transfer window for the upcoming school year and in which the enrollment and grade capacity has not exceeded 90% of the state-rated capacity and or the school seats available.
- L. *Newly opened and/or constructed schools* A school that was recently built and is slated to open or a school that was closed and is being reopened in an existing building.
- M. Office of Student Records, Transfers and Archival Services (OSRTAS) The office responsible for the review and disposition of transfer requests that are governed by this administrative procedure.
- N. Official transfer window The period of time identified annually by PGCPS in which a parent or legal guardian may submit an official transfer to attend a school on the Official Transfer List that is outside of the student's designated attendance area.
- O. *Public charter school* A public school governed by a charter (contract) approved by the Board. Transfers to *public charter schools* are not granted by OSRTAS. Attendance at a PGCPS public charter school is granted solely through the lottery process.
- P. Residency fraud Failure to provide valid proof of residency and failure to inform the school of any change in residency. Households found to have committed residency fraud are ineligible for transfers until the following school year
- Q. School-Based Employee- A bona fide, full-time, or part-time PGCPS employee (20 or more hours per week minimum). Contract, temporary, and stipend employees are not eligible.
- R. Specialty and lottery-based programs A program with specific application and admission criteria. Transfers are not granted by OSRTAS to those programs. Students who withdraw before program completion must re-enroll in the boundary school.
- S. *State-Rated Capacity (SRC)* The number of students the IAC or its designee determines that an individual school has the physical capacity to enroll.
- T. Student with Disabilities Sibling Enrollment Transfer The transfer of a student whose sibling has been assigned to a school outside of the parent/legal guardian's designated attendance area to receive instruction and or services as required by the

- student's Individualized Education Plan (IEP). Transfers may only be granted if space is available at the requested school and/or grade level. The school must be eligible during the official transfer window(s).
- U. *Terminal Grade Completion Transfer* A provision that allows a student to complete their terminal (final) year at a school outside of their designated attendance area. The student must be enrolled at the designated school for at least one full semester and, be on track to graduate or promoted to the next grade.
- V. *Transfer* A request for special permission to attend a school other than the boundary/attendance school.
- W. Victim of a violent crime A student who is a victim of a violent criminal offense during the regular school day or while attending a school-sponsored event in or on the grounds of a PGCPS school that the student attends. Crimes of violence include but are not limited to: maiming, assault in the first degree, assault with intent to rob, murder or rape sexual assault in the first or second degree, abduction, child` abuse in the first degree, rape, and robbery (COMAR 13A.08.01.20.A(2).

# V. <u>PROCEDURES</u>:

- A. Transfer Request Guidelines
  - 1. General Information
    - a. Each spring, principals of schools under state-rated capacity (SRC) must identify seats available by grade level to the OSRTAS. The Pupil Accounting and School Boundaries Office (PASBO) utilizes this information to develop the list of available schools to which a student transfer may be requested.
    - b. The OSRTAS is responsible for the approval of student transfer requests to attend a school outside of the designated attendance area. Transfers are only granted if space is available at the requested school and grade level. Transfers may be requested to a school under the state-rated capacity (SRC), which is less than 90% of the actual and projected enrollment. If a school is under SRC, but the requested grade level is over SRC, the grade level will not be available for selection in the transfer portal. The school requested must be on the list of approved schools during the designated transfer window. The OSRTAS has the right to remove a school from the approved list of available schools. Only students in grades K-12 are eligible to request transfers through OSRTAS. Once seats have been exhausted, no additional transfers will be granted into the school for the remainder of that school year. The list of available schools may be found on the PGCPS website before the opening of the transfer window(s).

- c. Students who are granted a transfer are ineligible to attend the school-based before-and-after-school program. Those program seats are allocated strictly to students residing within the school's designated attendance area.
- d. <u>Transportation is NOT provided for students receiving a transfer</u>. Parents/legal guardians will be responsible for the students' daily transportation to and from school.
- 2. Schools and programs that are not governed by this administrative procedure are as follows:
  - a. School programs designed for students attending their assigned boundary school;
  - b. Special programs such as the Career and Technical Education programs, Science and Technology Program, Creative and Performing Arts Programs, and International Baccalaureate Programs; lottery-based programs and specialty programs with their own admissions criteria; and
  - c. Public charter schools and lottery-based programs in which no transfers are permitted or between these schools or programs.

#### 3. The Student Transfers Process

- a. In order to submit a transfer request, the parent must have an active ParentVue account in the current student information system for the current and subsequent school years, and a valid password for the account.
- b. Assistance with the ParentVue account is provided by the boundary school or by going to the ParentVue section on the PGCPS homepage.
- c. Transfer requests are submitted electronically through the student transfer system link in the student information system. Guidance is posted on PGCPS website.
- d. Parents/legal guardians can only submit one transfer request per child for the upcoming school year.
- e. Only schools with available seats for student transfers at the requested grade level may be selected.
- f. If there is no seat at the student's grade level, an option will not be available. The parent/legal guardian must select another school and the appropriate grade level.

- g. If the incorrect grade is selected because no spaces were available at the desired grade level, the parent will be unable to resubmit their request.
- h. Once the transfer request has been submitted, the student transfer system will generate a confirmation number with a date and time stamp.
- i. The confirmation number must be maintained by parents and referenced to request information on the transfer status.
- j. Parents/legal guardians must submit their transfer request electronically through the student transfers system link in the student information system.
- 4. Incoming Kindergarten Student w/No Prior Enrollment History
  - a. Parents/legal guardians of incoming kindergarten students must secure a student ID number and a ParentVUE account to submit a student transfer request. Guidance on securing a Parents/legal guardians of incoming kindergarten students must secure a student ID number and a ParentVUE account to submit a student transfer request. Guidance on securing a student ID number and ParentVUE account can be found on the PGCPS homepage.
  - b. Parents/legal guardians must complete the pre-kindergarten registration process before or during the transfer window.
  - c. Parent/legal guardians must register at the student's boundary school.
- 5. Families New to Prince George's County (After the Close of the Official Transfer Window(s)
  - a. Parents/legal guardians must submit a current lease or mortgage statement and their former lease or mortgage statement documenting their move from an address outside of Prince George's County to their current address within Prince George's County.
  - b. Parents/legal guardians will follow all steps in 4.a. through 4. c. (above).
  - c. Parents/legal guardians will email <a href="mailto:student.transfers@pgcps.org">student.transfers@pgcps.org</a> to request a list of eligible schools with seats available at their child's grade level.
  - d. Parents will be responsible for providing transportation.
- 6. Students who are the Victims of a Violent Crime
  - a. The request for a transfer under this provision requires that the parent submit a copy of a police report to substantiate that the violent crime, as stipulated by

this provision in state regulations, occurred during the regular school day, or while attending a school-sponsored event in or on the grounds of a PGCPS school.

- b. This provision may also apply if the student is the victim of a violent crime off of school grounds involving offenders who attend the same school, and the victim may be in imminent danger if he/she remains in the school.
- c. The victim's request to transfer is contingent upon immediate safety concerns and the conviction or adjudication of the delinquency of the offender.
- d. The principal or designee at the school where the incident occurred must contact the Area Office to complete a Safety Transfer Request Form and provide documentation to substantiate the facts regarding the incident that necessitated the transfer request.
- e. The transfer may be granted to a school on the list of available schools with seats available at the requested grade level.
- f. The transfer will be reviewed by OSRTAS in collaboration with the Area Office Resolution Specialist.
- 7. Bullying, Harassment, and Intimidation (BHI)

The Department of Student Services is responsible for the review and investigation of student transfer requests for bullying, harassment, and intimidation.

- a. A BHI Reporting Form must have been submitted to the attending school and thoroughly investigated by the school prior to a request for a transfer.
- b. Transfer requests to a specific school may only be granted if the circumstances are warranted through an investigation, space is available at the requested school at the student's grade level, and the school is on the list of available schools.
- c. The case will be reviewed by the Department of Student Services in collaboration with OSRTAS.
- d. In cases where school transfers are granted, transportation is the responsibility of the parent/guardian. Requests may be made via email to studentservices.br@pgcps.org.
- 8. Immediate Involuntary Transfer

- a. The Area Office may request an immediate involuntary transfer for one or more of the following reasons:
  - 1) The student has been involved in a gang, a gang-related activity or is atrisk due to gang retaliation.
  - 2) The student has been identified as the offender in a bullying, harassment, or intimidation allegation and has continued these behaviors after documented interventions.
  - 3) Extreme extenuating circumstances exist that may cause severe and untenable emotional and/or physical harm to the offender or a victim if they were to remain at their current school assignment.
  - 4) An involuntary transfer may be requested by the principal in collaboration with Area Office leadership whenever a student is charged with or accused of a criminal offense, either as a juvenile or an adult.
  - 5) The OSRTAS, based upon a review of the allegations associated with the arrest or accusation, shall have the authority to effect an immediate involuntary transfer in accordance with the Safe Schools Act of 2010.
  - 6) The Office of Appeals and Hearings may involuntarily transfer a student if, after careful review and, based upon a preponderance of evidence, the Office determines that the health, safety, or welfare of students would be substantially at risk by maintaining the student in their current school assignment. The parent/legal guardian and student will be informed of the reasons for the transfer.
- b. The involuntary transfer is approved by OSRTAS only if, after careful review, based upon a preponderance of evidence, it is the opinion that the health, safety, or welfare of students would be substantially at risk by maintaining the student in their current school assignment.
- c. The parent(s)/legal guardian(s) and student will be informed of the reasons for the involuntary transfer by the Area Office/Principal and granted an opportunity to discuss the decision and the location of the alternate school.
- d. The receiving principal and the receiving Area Office Instructional Director must agree to receive the student.
- e. This provision cannot be used in lieu of a recommended evaluation for special education placement or intensive mental health services.

- f. The school must be on the list of available schools with seating capacity at the student's grade level.
- g. The parent/legal guardian may file an appeal of the involuntary transfer. Appeals must be submitted to the Office of Appeals within five (5) calendar days of the transfer.

## 9. Bona-fide Change in Residence

- a. A transfer may be requested to accommodate a change of residence to remain at the current school of attendance.
- b. The student transfer request will be considered if a school official was notified before the change of residence, and updated proof of residency was submitted. The change of residence must be updated in the student information system before the transfer request is reviewed for consideration.
- c. Under this provision, transfers are granted through the end of the current semester. Parents must provide transportation.
- d. A transfer will not be granted if the family moved from the attendance area without notifying school official(s) of the change of residence or at the conclusion of a residency investigation.
- e. Students will be required to attend their new boundary school at the end of the current semester.

## 10. Completion of Terminal Grade Transfers

- a. Transfers may be requested in order to allow students to complete their terminal grade if they will be eligible for promotion or graduation during the requested school year.
- b. The family must notify the school that they have moved or are moving to be eligible for this provision.
- c. The parent/legal guardian will be responsible for providing transportation.

## 11. Student with Disabilities Sibling Enrollment Transfer

a. In keeping with the Board's non-discrimination policies, students having special needs as documented by an Individualized Education Program (IEP) or Section 504 Plan will be afforded the same access to transfers as students without special needs or accommodation requirements. Those requests will be reviewed by the Office of Special Education and the Section 504 Office to

- ensure that the student's IEP/Section 504 can be implemented in the requested school.
- b. A transfer may be requested for siblings of students with disabilities to accommodate the same school assignment outside of the designated attendance area.
- c. Sibling transfers under this section may only be granted if the school is eligible for student transfers, and space is available at the designated grade level.
- d. The sibling, if granted a transfer, may be permitted to ride the bus with the disabled sibling if space is available, per the Department of Transportation in collaboration with the Department of Special Education.
- e. Transportation may be terminated by the school based on disruptive behavior or, by the Department of Transportation if space is no longer available.
- f. If the disabled student is withdrawn or if there is a change in placement, the sibling may remain until the end of the semester, but transportation must be provided by the parent.

### 12. English Language Development Sibling Enrollment Transfers

- a. A transfer may be requested for siblings of students enrolled in an ELD program to accommodate the same school assignment outside of the designated attendance area.
- b. Sibling transfers under this section may only be granted if space is available at the requested your grade level and the school is on the list of available schools for the requested school year.
- c. If the ELD student receives transportation, the sibling may ride the bus if space is available and approved by the ELD Office and the Department of Transportation.
- d. If the ELD student is withdrawn or if there is a change in their placement, the sibling may remain until the end of the semester, but transportation must be provided by the parent.

#### 13. Children of School-Based Employees

a. PGCPS employees working 20 or more hours per week at a comprehensive school may request a transfer as follows:

- 1) The school is eligible to receive student transfer requests during the transfer season.
- 2) The PGCPS employee is assigned to the requested school.
- 3) The principal must verify the employee's assignment and sign the transfer form.
- 4) Space must be available at the requested grade level.
- 5) Contract staff, itinerant staff and seasonal coaches are not eligible for this provision.
- 6) The student must return to the boundary school at the end of the semester if the employee is no longer assigned to the school.
  - a) This transfer request is contingent upon the employee providing verification of employment by PGCPS' Department of Human Resources and the availability of space as determined by the OSRTAS. Unless the employee is assigned to a new school after the transfer window has closed, the transfer request must be made within the required timelines provided for student transfers.
  - b) This transfer request will be considered for comprehensive schools only on a space available basis. All public charter, specialty schools and lottery-based programs are excluded.
  - c) Parents/legal guardians are responsible for the student's transportation.
- 14. Athletic Transfer Screening Form for Potential Athletes

The Office of Interscholastic Athletics requires the PGCPS Athletic Transfer Screening Form to be completed and submitted for all student transfers in accordance with AP 5110.4 - Athletic Transfers.

15. Newly Constructed Schools

During their first year of operation, the transfers are not permitted to newly constructed schools.

16. Communication Strategies

The PGCPS Office of Communications will provide information to all stakeholders regarding the transfer window through multiple media inclusive of, but not limited to the PGCPS Website, news outlets, and social media platforms.

#### 17. Deadlines

- a. To ensure that students are registered and prepared to receive instruction on the first day of each school year, transfer requests must be submitted beginning the first day of the official transfer launch date through 11:59 p.m. on last day of the transfer window. Transfers submitted after the posted deadline will not be accepted. The transfer launch dates will be publicized and announced on the PGCPS website. Transfer launch dates are subject to change each school year.
- b. Parents/legal guardians may only submit one transfer application during the annual transfer window.

#### 18. Submission Deadline Waivers

- a. There may be some circumstances that necessitate the transfer of a student after the official deadline as listed below:
  - 1) The student has been the victim of a violent criminal offense as stipulated by COMAR. (See Section V.A.7. above);
  - 2) An employee who works twenty (20) hours or more a week, requesting that their child attend the comprehensive school where the employee is assigned. The school must be on the list of available schools for the requested school year;
  - 3) Immediate involuntary transfers of a student who is substantially disrupting the education environment and repeatedly causing danger to self or others after documented interventions (Section V. A. 9);
  - 4) Terminal grade consideration;
  - 5) Bullying, Harassment, and Intimidation transfer requests to a school on the list of available schools with seating capacity; and
  - 6) The parent is enrolled in the Address Confidentiality Maryland Safe at Home program and has contacted the office regarding safety issues related to the student's school assignment. Documentation from the Safe at Home Program must be provided, and the parent must be currently enrolled.
- b. In all cases, the school must be on the list of eligible schools and have seats available at the requested grade level.

#### 19. Duration of Transfers Granted

Transfers are in effect through the student's terminal grade unless there is a basis for rescission as outlined below. For transfers granted according to Section V.13.a., if the parent no longer works at the school identified, the student may remain at the school until the end of the semester. The parent may request a transfer to their new school assignment if space is available, the school is eligible for transfers, and the parent remains employed with PGCPS.

#### 20. Rescission of Student Transfers

- a. Transfers may be revoked for the following reasons:
  - 1) Providing false information on the transfer application or registration documents;
  - 2) Failure to provide bona fide proof of residence;
  - 3) Failure of the parent to enroll the student in the school after receiving a transfer approval letter;
  - 4) Evidence of a pattern of poor attendance, truancy, and/or chronic behavioral concerns unabated by documented interventions. Acceptable documentation may include, but is not limited to, the following:
    - i. Functional Behavioral Assessment (FBA);
    - ii. Behavior Intervention Plan (BIP);
    - iii. Truancy checklist;
    - iv. Student Intervention Team (SIT) notes;
    - v. Safety Plan with strategies, Behavioral and/or Attendance Contracts;
    - vi. Restorative Interventions; and/or
    - vii. Parent meeting notes and recommendations, etc.
- b. In cases where these conditions occur, the principal may recommend that the OSRTAS revoke the approved transfer before the end of the first

- semester (December 1) or the second semester (May 1). Documentation must be provided by the principal to substantiate the request for a rescission of the transfer.
- c. If a student is not making progress after going through the SIT and/or SST process, including interventions and support plans, the school may recommend rescission of the transfer. The principal will notify the parent that the team has determined that withdrawal is the next step, and the student will be required to enroll in the boundary school.
- d. Documentation for first semester rescissions must be submitted by December 1 to the OSRTAS. Documentation for second-semester or year-end rescissions must be submitted by May 1 to the OSRTAS.
- e. Parents/legal guardians may appeal the rescission to the Office of Appeals within ten (10) business days of notice of the transfer rescission.

# 21. Appeals

- a. Denials of a transfer request, immediate involuntary transfers, and rescission of transfer may be appealed to the Office of Appeals.
- b. The appeal must be in writing and filed with the Office of Appeals no later than ten (10) business days after receipt of the denial notification, involuntary transfer notification, or transfer rescission notification. The parent/legal guardian should indicate in their written appeal the reason for seeking a review of the decision and may include additional information for consideration.
- c. The Office of Appeals will determine if there was a material departure from the process under this Administrative procedure. The Office of Appeals will render a decision based on the information provided by the school, parent/legal guardian, and the OSRTAS in alignment with the administrative procedure.
- d. Written letters of appeals should be directed to the Office of Appeals at appeals.office@pgcps.org or via U.S. Mail at Sasscer Administration Building, Room 207, 14201 School Lane, Upper Marlboro, MD 20772.
- e. An appeal of the Office of Appeals decision. The Board shall hear all appeals requested by parent(s)/guardian(s) regarding a decision of the Office of Appeals.
- f. An appeal of the decision by the Office of Appeals to the Board of Education must be made in writing and received by the Board Office within thirty (30)

- calendar days of the date on the decision letter by the Office of Appeals, acting as the Superintendent's designee.
- g. If additional information is included in the appeal to the Board of Education, the Office of Appeals will be allowed to respond in writing and shall provide a copy of its response to the appellant before the Board of Education considers the appeal.
- h. The Board of Education's decision shall be rendered in writing.

# VI. MONITORING AND COMPLIANCE:

- A. The Office of Student Records, Transfers, and Archival Services (OSRTAS) will provide written guidance to Area Office administrators, building administrators, parents, and designated school staff, no later than April 30th of each school year. The guidance will be archived for no less than three (3) years.
- B. Training will be provided for registrars by OSRTAS staff virtually or in-person, no later than March 30th annually. A record containing the attendees will be archived by OSRTAS for no less than 3 years.
- C. Area Office Superintendents and Instructional Directors will be held accountable for principals' adherence to the guidelines related to school seating availability for the annual student transfer window by the specified deadline for submission to the OSRTAS. A matrix containing seat count data for the student transfer window submitted by eligible principals must be reviewed and approved no later than April 1st of each school year by the assigned Instructional Directors.
- D. The OSRTAS will maintain all student transfer data, including requests, approvals, and recissions, in the student transfer system for no less than 5 years. OSRTAS will review the student transfer data and supporting documentation annually to ensure compliance with transfer request guidelines.
- E. OSRTAS will issue decision letters to parents/legal guardians for all requests submitted in accordance with the procedures outlined above.
- F. The school principal/designee shall ensure that a copy of the student's official transfer letter is filed in the student's cumulative folder.

#### VII. <u>RELATED POLICIES AND PROCEDURES</u>:

Board Policy 4200 – Rules of Procedures in Hearings Requested Under § 6-202 and Appeals and Hearings Under § 4-205 of the Education Article Board Policy 5110.3 – Transfer of Students

Board Policy 5116 – Appeal Process of Student Transfer Requests

Administrative Procedure 5010 – Homeless Children and Youth - School Access and Services

Administrative Procedure 5110.4 - Athletic Transfers

Administrative Procedure 5111 – Registration and Withdrawal of Students

Administrative Procedure 6142.1 – Career and Technical Education

Administrative Procedure 6150 – Educational Requirements and Options in Secondary Schools

## VIII. LEGAL REFERENCE:

Family Educational Rights and Privacy Act of 1974 (FERPA)

Individuals with Disabilities Education Act (IDEA), 2004

Every Student Succeeds Act (ESSA), 2015

The Civil Rights Act of 1964, Title VII

Section 504 of the Rehabilitation Act of 1973

Maryland Safe Schools Act of 2010

Md. Crim. Law Art., § 14-101

Code of Maryland Regulations (COMAR 13A.08.01.20) (Unsafe School Transfer Policy)

# IX. MAINTENANCE AND UPDATE OF THIS ADMINISTRATIVE PROCEDURE:

This administrative procedure originates with the Office of Student Records, Transfers and Archival Services, in the Department of Pupil Accounting and School Boundaries in the Division of Accountability. A review is recommended every two (2) years or as deemed necessary.

- X. <u>CANCELLATIONS AND SUPERSEDURES</u>: This administrative procedure cancels and supersedes Administrative Procedure 5110.3, dated June 1, 2021.
- XI. <u>EFFECTIVE DATE</u>: August 20, 2025