

## **SPECIAL SERVICES**

### **Admissions, Residency, and Attendance**

#### **Required Admission Credentials for Students**

This regulation supersedes Regulation 2202.8.

#### **I. PURPOSE**

To establish the admission credentials required for students entering Fairfax County Public Schools (FCPS) for the first time.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

Section III.A.7. clarifies admission eligibility for special education students.

#### **III. ADMISSION REQUIREMENTS AND REGISTRATION CREDENTIALS**

##### **A. REQUIREMENTS**

1. Each student to be enrolled for the first time in FCPS must present a birth certificate. The complete legal name of the student, date of birth, and name(s) of parent(s) will be recorded as documented by the birth certificate. If a certified copy of the student's birth certificate cannot be obtained, the person so enrolling the student shall submit an affidavit (Attachment A) giving the student's age and explaining the inability to present a birth certificate. A baptismal record, a hospital record, a passport, or a bona fide record should be used as documentation in support of the affidavit.

In case a child cannot meet the above requirement, the principal shall enroll the child temporarily for 30 days to allow the parent time to present the required birth certificate or documented affidavit.

2. The student to be enrolled must be accompanied by the parent, court-appointed guardian, or legal custodian. The accompanying adult may be required to present a photo identification card. Nonparents seeking to enroll students shall follow procedures described in the current versions of Policy 2202 and Regulation 2204.
3. The child's legal name that is on the birth certificate shall be considered the student's official name and shall be entered in the FCPS student record. A court document attesting to a change of name is required before any changes can be made to the student record. Changes of name or other data in a foreign birth certificate must be supported by a document issued by the United States government or by an official identification document of the country of origin.

4. United States citizens and legal permanent residents are requested to provide documentation of a federal Social Security number. A student cannot be excluded from school due to the absence of a Social Security number, because parents may choose not to participate in the Social Security collection program.
5. Each student shall furnish a certificate documenting that the student has been immunized against communicable diseases as required by Section 32.1-46 of the Code of Virginia or has begun receiving the first in the series of all such vaccinations. Deficiencies must be eliminated during the 90 days immediately following provisional admittance or in accordance with the written plan from the physician or the Fairfax County Health Department. See the current version of Regulation 2101 for complete information regarding required immunizations, exceptions, and tuberculosis screening requirements.
6. A certificate of physical examination is required before any child is admitted for the first time to any public elementary school, except under circumstances outlined in the current version of Regulation 2101.
7. Fairfax County Public Schools shall be free to each Fairfax County resident whose fifth birthday falls on or before September 30 of the school year and who has not reached 20 years of age (22 years for certain students with limited English proficiency) on or before August 1 of the school year. Fairfax County Public Schools shall be free to each Fairfax County resident receiving special education services who has not graduated and who has not reached 22 years of age on or before September 30 of the school year.
8. Proof of residence, such as a copy of the lease or deed or a resident manager's letter showing a Fairfax County address, is customarily required. If the family is living in a residence of a friend or relative, the homeowner or leaseholder must provide a notarized statement regarding this fact (Attachment B) in addition to the lease or deed of the homeowner or leaseholder. Evidence of nontemporary residence is required with an affidavit (Attachment C). In addition, the parent or guardian must provide three official documents showing the name of the parent or guardian and the Fairfax County address of the residence where the family is living. Acceptable documentation includes a driver's license, a bank account showing address and name, a pay stub, an insurance card, a tax statement or return, and a car registration.
9. School records and/or original transcripts are required of secondary students.

**B. EXCEPTION**

The coordinator of Student Registration may waive these requirements to the extent necessary to comply with national security requirements, to protect the safety of the registering student, or to comply with applicable state and federal requirements for the enrollment of homeless children.

Legal reference:

Code of Virginia, Sections 22.1-1, 22.1-3, 22.1-3.1, 22.1-5, 32.1-46

See also current versions of:

Regulation 2101, Physical Examinations, Immunization of Students, and  
Tuberculosis Screening Requirements

Policy 2202, Eligibility for Enrollment

Regulation 2204, Admission Requirements—Determination of Eligibility for Admission

**AFFIDAVIT FOR BIRTH CERTIFICATE**

Commonwealth of Virginia, Fairfax County

I, \_\_\_\_\_, swear to or affirm the truthfulness  
of the information that follows based on personal knowledge. This regards the identity and the  
age of a student requesting enrollment in Fairfax County Public Schools in accordance with  
Section 22.1-3.1 of the Code of Virginia.

|  |           |
|--|-----------|
| Name of Student _____, _____, _____      | Age _____ |
| last first middle                        |           |
| Date of Birth _____ Place of Birth _____ |           |
| mo/day/yr city state or province country |           |
| Name of Father _____, _____, _____       |           |
| last first middle                        |           |
| Name of Mother _____, _____, _____       |           |
| last first middle                        |           |

1. Explain why you are unable to present a certified copy of the birth record of this student.

\_\_\_\_\_

2. List the documents you have provided to establish the student's identity and age.  
(Photocopies should be attached by the reviewing school official.)

\_\_\_\_\_

I understand that false or otherwise untrue information provided for any of the items above could result in a criminal charge of perjury being brought against me.

\_\_\_\_\_

street address

\_\_\_\_\_

parent or guardian signature

\_\_\_\_\_

city state ZIP code

\_\_\_\_\_

print parent or guardian name

\*\*\*\*\*

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

State: \_\_\_\_\_ County: \_\_\_\_\_. My commission expires: \_\_\_\_\_.

Witness my hand in official seal.

\_\_\_\_\_

notary public

FAIRFAX COUNTY PUBLIC SCHOOLS  
STUDENT REGISTRATION

LEASEHOLDER OR HOMEOWNER AFFIDAVIT

I hereby affirm or swear that the adults listed below and their children live in my residence at the following address:

|                |       |             |
|----------------|-------|-------------|
| _____          |       | _____       |
| Number, Street |       | Apt. Number |
| _____          |       | _____       |
| City           | State | ZIP Code    |

(Property deed or lease agreement **must** accompany this affidavit.)

Name of Parent or Guardian: \_\_\_\_\_

Name of Students: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that enrollment of the students named above is based on my statement and that if this statement is false I may be liable for payment of tuition for the students. I also agree to notify the school principal of any change in the residency of the above named students within three days of such change.

\_\_\_\_\_  
Printed Name of the Homeowner or Leaseholder Phone Number

\_\_\_\_\_  
Signature Date

\*\*\*\*\*

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

State: \_\_\_\_\_ County: \_\_\_\_\_ My commission expires on \_\_\_\_\_.

Witness my hand in official seal.

\_\_\_\_\_  
Notary Public

**FAIRFAX COUNTY PUBLIC SCHOOLS  
STUDENT REGISTRATION**

**RESIDENCY AFFIDAVIT**

**PURPOSE:** To certify that I am the natural parent, the adoptive parent, or the legal guardian of the child or children I am enrolling in school and that we will be living together in Fairfax County on a permanent basis.

**CERTIFICATION**

I certify that I am currently residing with my child(ren) in Fairfax County at:

\_\_\_\_\_  
**Number, Street**

\_\_\_\_\_  
**Apt. Number**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**ZIP Code**

I further certify that the documentation presented as proof of domicile in Fairfax County attests to my permanent move to Fairfax County.

I acknowledge that this statement is accepted in good faith by school officials, and I further understand that I could be responsible for the payment of tuition for the time my child(ren) attended Fairfax County Public Schools if I leave Fairfax County. **I shall notify the school if I leave the county for any length of time and leave my child(ren) in the care of a relative or other adult.**

**I understand that providing false or otherwise untrue information for school enrollment purposes constitutes a Class 3 misdemeanor.**

**Name of Student(s):** \_\_\_\_\_  
\_\_\_\_\_

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

.....  
Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

State: \_\_\_\_\_ County: \_\_\_\_\_. My commission expires: \_\_\_\_\_.

Witness my hand in official seal.

\_\_\_\_\_  
Notary Public