

SPECIAL SERVICES

Admissions, Residency, and Attendance

Exceptions for Attendance at Other Than Base School Procedure for Applying for Intracounty Exceptions

This regulation supersedes Regulation 2230.7.

I. PURPOSE

To provide procedures for granting exceptions to school-age (K-12) students to attend a school other than their base school.

II. EXCEPTIONS DUE TO BOUNDARY ADJUSTMENTS (TRANSPORTATION PROVIDED)

Where possible, adjustments in school population shall be implemented through attrition and phasing. The School Board may approve a grade-by-grade phase-in boundary adjustment for students, beginning with the incoming class at the middle or high school level when feasible. Rising sixth (or fifth in K-5 schools), eighth, and twelfth grade students affected by a boundary change may, at the discretion of the School Board, be provided the option of remaining in the schools they attended prior to the change. Upon parental request, siblings in the same school as students affected by a boundary adjustment may be included in the boundary adjustment.

A. Principal Survey of Parents

When boundary adjustments are announced in the spring, the principal shall survey the parents of current fifth (or fourth), seventh, or eleventh grade students. If a grade-by-grade phase-in has been approved, the principal shall survey the appropriate parents based on the approved phasing plan.

B. Parents' Request

When authorized by School Board boundary decisions, parents who want their child to remain in his or her current school for the following school year shall notify their child's principal in writing by April 1.

C. Principal's List

The principal shall compile an exception-due-to-boundary-adjustments list (with names and addresses) of students who want to remain in their current schools for the following school year. The principal shall send a copy of this list to (1) the principal(s) of the school(s) that would otherwise have been receiving these students, (2) the appropriate cluster assistant superintendent, (3) the Office of Facilities Planning, Department of Facilities and Transportation Services, and (4) the student services staff members assigned to the administrative office serving the school.

D. Notification of Parents

By June 15 of each year, the principal shall notify, in writing, the parents of each student who has been approved to remain in his or her current school for the following school year.

E. Transportation for Boundary Phase-Ins

Transportation is provided for School Board approved boundary phase-ins.

**III. EXCEPTIONS FOR REASONS OTHER THAN BOUNDARY ADJUSTMENTS
(TRANSPORTATION NOT PROVIDED)**

A. Reasons for Exceptions

If the school capacity and the school curricular program at the requested school will permit, a request for a student transfer by exception may be approved by the director of social work and support services. In addition to availability in the requested school or program, based on the curricular program and school capacity, one of the following conditions must exist:

1. Family Relocation

The family has moved from one school attendance area to another during the school year or can demonstrate definite plans to do so. Proof of purchase or rental must be provided with the request for student transfer. The new residence must be the primary permanent residence for the student and the student's family. Additional documentation may be requested to establish that the new residence is bona fide and that the family has abandoned or will abandon any other property as its primary residence.

2. Child Care Hardship (Elementary School Only)

The family demonstrates hardship in obtaining appropriate full-time before-and/or after-school supervision within the boundaries of the school where the child actually resides. Base school personnel shall verify child care provisions and

the location of such within the requested school boundaries. Documentation substantiating the circumstances must be attached to the student transfer application verifying facts of request and indicating attempts the family has made to procure child care within the community of residence.

3. Medical, Emotional, Social, or Family Adjustment

The family demonstrates exceptional hardship for reasons of medical, emotional, or social adjustment. Documentation substantiating the circumstances (e.g., from physicians, psychologists, or counselors) is required and must be attached to the student transfer application.

4. Child of Fairfax County Public Schools (FCPS) Employee

The parent is an FCPS employee who works more than 20 hours per week, resides in Fairfax County, and is requesting a student transfer to the school in which the parent is employed or in the school nearest the employee's work location.

5. High School Curricular Program

The student intends to enroll and remain for the year in a sequential curricular program from the standard course offering, which is not offered at the base high school. For example, applications may be submitted for an exception for an Advanced Placement (AP) or an International Baccalaureate (IB) program if the base school does not offer the desired program of study. Student transfers can be requested to the school with space available that is closest to the student's residence or base school. Applications must be received by April 15 for the following school year.

6. Kindergarten

Transfers for kindergarten students to schools with full-day kindergarten programs will be granted only when the student's base school has a full-day kindergarten program. Requests must meet the above mentioned reasons for exception (e.g., family relocation, child care, adjustment).

B. Application Procedure

1. Initial Student Transfer Application

The parent or guardian submits a completed student transfer application with appropriate documentation for the following school year to the student's base school principal (Form SS/SE-222 Initial Student Transfer Application). This form can be accessed at <http://www.fcps.edu/forms.htm> and <http://www.fcps.edu/ss/student-transfer/index.htm>. Requests based on sequential curricular programs, including the IB and AP programs must be

submitted by April 15 for the following school year (Form SS/SE-221 High School Curricular Program Student Transfer Application). This form can be accessed at <http://www.fcps.edu/forms.htm> and <http://www.fcps.edu/ss/student-transfer/index.htm>. All other requests must be submitted by June 1 for the following school year. The reason for the request must meet one of those stated in section III. of this regulation and include any required documentation. A student must attend his or her base school until a student transfer decision is received in writing.

2. Base School Principal Review

Following receipt of the application, the base school principal verifies that the information is complete and accurate, and approves or does not approve the request, stating the reason. The base school principal forwards the application to the requested school's principal for review.

3. Requested School Principal Review

The requested school principal reviews the application and approves or does not approve the request, stating the reason. The application is forwarded to the Office of Social Work and Support Services for final processing unless the request is for sequential curricular programs.

C. Notification

The Office of Social Work and Support Services will notify the parent or guardian and schools in writing of all decisions, except for requests for sequential curricular programs and transfer renewals. For sequential curricular programs and transfer renewals, the requested school principal will notify the parent or guardian of the decision in writing.

D. Renewal Application

Renewal applications are available after February 15. The parent or guardian must submit a completed renewal application to the current school by April 1 attaching the required documentation for the continued student transfer (Form SS/SE-223 Renewal Student Transfer Application). This form can be accessed at <http://www.fcps.edu/forms.htm> and <http://www.fcps.edu/ss/student-transfer/index.htm>. Student transfers will be renewed only if the reason for the request meets one of those stated in section III. of this regulation. The schools of enrollment will notify the parent or guardian of the decision. All requests submitted after April 1 will be processed as initial (new) requests. The school will forward a list of students whose transfers have been approved to the Office of Social Work and Support Services office no later than May 31.

E. Conditions for Student Transfers

1. Conditions of Transfer

Any student who is granted a transfer must maintain appropriate behavior, attend school regularly, and demonstrate academic progress. In addition, the reason for the transfer must continue to exist. If the conditions of the transfer are not maintained, the principal may revoke approval. The principal will notify the parent and the Office of Social Work and Support Services of the revocation, and the student will be reassigned to the base school.

2. One-Year Limitation

Student transfer requests are approved for one school year only and must be renewed annually. The school in which the student is enrolled has the responsibility for verifying Fairfax County residency status each year the request is resubmitted.

3. Transportation

Transportation is not provided by FCPS for students attending schools on approved student transfers unless granted through the School Board-approved boundary phase-ins.

F. Appeal Procedure

The parent, guardian, or student 18 years old or older may appeal, in writing, a denial or termination of a request for a student transfer to the director of Social Work and Support Services or his or her designee. An appeal must be received within 30 calendar days of the receipt of notification of the decision to deny a student transfer. The appeal decision, made in collaboration with the appropriate cluster assistant superintendent, shall be final.

See also the current versions of: Policy 2601, Responsibilities and Rights of Students
Policy 8130, Local School Boundaries, Program
Assignments, and School Closings
Regulation 8130, Local School Boundaries, Program
Assignments, and School Closings