SPECIAL SERVICES
Admissions, Residency, and Attendance
Student Transfer Process

This regulation supersedes Regulation 2230.13.

I. PURPOSE

To define procedures for considering student transfer requests for school-age (K-12) students to attend schools other than their base schools.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Section III.B.8. added Resident on Military Installation or in Military Housing.

Section V. D. added late applications will be accepted for students residing on a military installation or in military housing located within Fairfax County.

Section VI added fees will be waived for students residing on a military installation or in military housing located within Fairfax County.

III. Student Transfer

Student transfers are a privilege and may be discontinued by the School Board in its sole discretion.

A. School Capacity Factors

A student shall attend the school that serves his or her attendance area, unless Fairfax County Public Schools (FCPS) determines that a different instructional program is required to meet his or her needs. Parents or guardians may request consideration for an intra-county student transfer as defined in Section B.1-7 of this regulation. In collaboration with school-based administrators, the coordinator of Student Registration may approve a request for student transfer if the school capacity, grade-level capacity, and the school curricular program at the requested school will permit, as determined by FCPS. School transfer status (open and/or closed) is available on the Facility and Enrollment Dashboard at [https://www.fcps.edu/enrollmentdashboard](https://www.fcps.edu/enrollmentdashboard) or through the online student transfer application available at [https://www.fcps.edu/registration/student-transfers](https://www.fcps.edu/registration/student-transfers). Student transfer requests must
be made for the school closest to the student’s residence that is not at capacity (open
to student transfers), as determined by FCPS. General information regarding distance
and capacity is available through the online student transfer application; however final
decisions as to both are made solely by FCPS. All student transfer requests are
discretionary and are subject to approval by FCPS.

B. Reasons for Student Transfer Requests

1. Child Care Hardship (K-6)

Parents or guardians which demonstrate hardship in obtaining appropriate full-time
before- and/or after-school child care within the base school boundaries, may
submit an online student transfer application at
https://www.fcps.edu/registration/student-transfers. Requests must be made to
the school within the boundary of the child care address and a minimum of two
documented attempts to secure child care within the base school boundary will be
required. If the requested school is closed to student transfers, the next closest
school open to student transfers will be recommended.

2. Medical, Emotional, or Social Adjustment

For students who demonstrate exceptional hardship for reasons of medical,
emotional, or social adjustment, parents or guardians may submit an online
student transfer application at https://www.fcps.edu/registration/student-transfers.
Detailed documentation defining how a school transfer supports the student’s
treatment plan is required from a current independent (non-FCPS) licensed
healthcare provider. These include physicians, psychologists, social workers, or
counselors. A Student Transfer Request Form – Medical, Emotional, or Social
Adjustment, (https://www.fcps.edu/sites/default/files/media/forms/se328.pdf),
SS/SE-328, must be completed by the parent or guardian (Part I) and by one or
more healthcare providers (Part II). The signed, original document must be
submitted to the base school for student transfer consideration. This form is
required and must be completed annually. All information must be completed in
its entirety and is subject to review and verification by FCPS.

3. Child of an FCPS Employee

Parents or guardians who are FCPS employees and reside in Fairfax County may
submit an online student transfer application at
https://www.fcps.edu/registration/student-transfers. An FCPS employee is defined
as a person working in a budgeted full-time equivalent (FTE) position (FTE
transportation and food services positions included) and eligible for leave,
retirement, and health benefits coverage. Student transfer requests must be made
to the school in which the parent or guardian is employed or to the school closest to
the employee’s work location. If the request for student transfer is to the school in
which the parent or guardian is employed, in this instance only, capacity issues will
not prevent the transfer.
4. High School Curricular Program

Parents or guardians may submit an online student transfer application at https://www.fcps.edu/registration/student-transfers for a student who wishes to enroll in course offerings in an Advanced Placement (AP), International Baccalaureate (IB) program, or world language course sequence not available at the student’s base school. Student transfers for these purposes will be considered only for grades nine, ten, and eleven. Following acceptance to an academy program, a student transfer request may also be submitted. The request must be for the high school closest to the student’s residence that offers the requested program as determined by FCPS.

Approvals for student transfer may be revoked by the principal for students who cease to maintain enrollment in the identified course or program or for those students who violate school rules, including Student Rights and Responsibilities https://www.fcps.edu/about-fcps/policies-regulations-and-notices/student-rights-and-responsibilities. In such an event, the principal will notify the parent, the base school principal, region assistant superintendent, and the Office of Student Registration and the student will be returned to his or her base school unless student disciplinary proceedings result in a different assignment or sanction.

5. Siblings

If the school capacity and grade-level capacity at the requested school will permit as determined solely by FCPS, a parent or guardian may submit an online student transfer application available at https://www.fcps.edu/registration/student-transfers for a student to attend school with their sibling(s). The sibling(s) must be living in the same household for student transfer consideration.

6. Family Relocation

In cases of family relocation, a parent or guardian may submit an online student transfer application available at https://www.fcps.edu/registration/student-transfers as outlined below.

a. Transfer request prior to relocation: A student transfer request may be considered for a family who will be relocating from one school boundary to another within Fairfax County. The new residence must be the primary permanent residence for the student and the student's family and be located within the boundaries of the requested school. Requests can be made within 180 calendar days of the anticipated move date and proof of purchase or rental agreement must be submitted with the online student transfer application. 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 their primary residence.

Updated residency documentation (e.g. lease, deed, rental agreement) must
be provided to the enrolled school within 10 days of the move in date. If the family does not move into the requested school boundary within 180 calendar days the student may be reassigned to the base school.

b. Transfer request following relocation: A student transfer request may be considered for a family who relocates from one school boundary to another in Fairfax County within the last 90 calendar days of the school year. In these cases, families are requesting that the student remain enrolled in the current school of attendance for the remainder of the school year. Updated residency documentation (e.g., lease, deed, rental agreement) must be provided to the enrolled school and updated in the student information system in order to submit an online student transfer application.

7. Senior Status

Parents or guardians may submit an online student transfer application available at https://www.fcps.edu/registration/student-transfers for students who relocate to a different school boundary within Fairfax County but wish to remain enrolled at the requested school for the final year of elementary, middle, or high school. In these cases, school capacity factors will not prevent approval.

8. Resident on Military Installation or in Military Housing

In accordance with Section § 22.1-7.2 of the Code of Virginia, upon request by a parent or guardian, FCPS provides for open enrollment of any student residing on a military installation or in military housing located within Fairfax County.

a. “Military installation” means a base, camp, post, station yard, center, homeport facility for any ship, fort, other activity under the jurisdiction of the Department of Defense, including any leased facility that is located in whole or in part within Fairfax County. “Military installation” does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.

b. Open enrollment transfer requests for students residing on a military installation or in military housing will be considered if the school capacity, grade-level capacity, and the school curricular program at the requested school will permit, as determined by FCPS. Additional conditions for open enrollment transfers are included in Sections IV-VIII.

c. Parents or guardians residing on a military installation or in military housing may submit an online student transfer application at https://www.fcps.edu/registration/student-transfers. A current resident occupancy agreement for approved military housing must be submitted to the base school for student transfer consideration. An updated resident occupancy agreement must be submitted annually to request a transfer renewal and is subject to review and verification by FCPS.
IV. Online Student Transfer Application Process

The enrolling parent may request a student transfer for his or her child to attend a non-base school for the reasons listed in Section III of this regulation by completing and submitting an online student transfer application. The enrolling parent is defined as, the parent who resides in Fairfax County with the child and who meets the requirements described in Section V of Regulation 2240, Parent Participation and Decision Making, http://www.boarddocs.com/vsba/fairfax/Board.nsf/files/9Y7R4Y627D67/$file/R2240.pdf. The enrolling parent’s residence is used by FCPS under this regulation to determine the student’s base school and the student’s mailing address. The online student transfer application can be accessed at https://www.fcps.edu/registration/student-transfers. The enrolling parent must have a Student Information System - SIS Parent Account to access the application. Parents or guardians may register for a SIS parent account at https://www.fcps.edu/resources/technology/student-information-system-sis-fcps/sis-parent-account-overview.

V. Application Timelines, Review Process, and Notification

A. Initial Student Transfer Application (All Initial Applications Except High School Curricular)

A parent or guardian may submit an online student transfer application with the required documentation between March 1 and June 1 for the upcoming school year.

The base school principal, the requested school principal, and the Office of Student Registration review the application, consult as necessary, and provide approval or denial. The Office of Student Registration will notify the parent or guardian of the approval or denial decision in writing.

B. High School Curricular Student Transfer Application

A parent or guardian submits an online student transfer application with the required letter of understanding between February 1 and May 1 for the next school year. For high school curricular requests, space available at each high school will be determined for each academic program by the region assistant superintendent in consultation with the principals.

The base school principal, the requested school principal, and the Office of Student Registration review the application, consult as necessary, and provide approval or denial. The Office of Student Registration will notify the parent or guardian of the approval or denial decision in writing.

C. Renewal Application

A parent or guardian must submit a renewal application each year for student transfer consideration. A renewal application may be submitted for students who continue to meet the same student transfer criteria as indicated on the original student transfer
request. These criteria are outlined in Section III of this regulation. For students no longer meeting the same student transfer criteria, a new application must be submitted.

The school in which the student is enrolled has the responsibility of verifying Fairfax County residency status each year. All students eligible for student transfer renewal will receive a renewal letter from the current school of enrollment by February 15. The parent or guardian must submit an online student transfer application, required documentation, and pay the associated fees outlined in Section VI no later than April 1 for the next school year.

The base school principal, the requested school principal, and the Office of Student Registration review the application, consult as necessary, and provide approval or denial. The Office of Student Registration will notify the parent or guardian of the approval or denial decision in writing.

D. Exceptions for Submitting a Late Application

Applications submitted after the application deadline will be considered only for: 1) Students new to Fairfax County, 2) Employees with a new work location assignment, 3) Students experiencing a bona fide event or emergency that could not have been foreseen prior to the application deadline, or 4) Students residing on a military installation or in military housing located within Fairfax County. Documentation supporting the situation must be submitted for transfer consideration.

VI. Student Transfer Application Processing Fee

An annual processing fee of $100 is required for each student transfer application. Application fees are non-refundable and cover the costs associated with the student transfer application process. Payment is required at the time the online student transfer application is submitted as transfer requests will not be processed until payment is received.

Students who qualify for the free and reduced-price meals program and have submitted the consent to share the free and reduced-price status will not be charged for these fees in accordance with their waiver selections on the fee consent form. Fees will be waived for students residing on a military installation or in military housing located within Fairfax County. Parents or guardians who are current FCPS employees and reside in Fairfax County will also not be charged. An employee is defined in Section III. Fee waiver is based on employee status at the time the application is submitted and is non-refundable should employee status change following the submission of the student transfer request.

The application processing fee applies to student transfer requests (initial, renewal, and high school curricular) based on criteria outlined in Section V of this regulation.

VII. Conditions for Student Transfers
A. Conditions of Transfer and Transfer Revocations

Approvals for all student transfers are discretionary and subject to review and approval by FCPS. Students must maintain appropriate behavior, attend school regularly, and demonstrate academic progress. In addition, the reason for the transfer must continue to exist. If the student fails to maintain the aforementioned conditions of the transfer or for those students who violate school rules, including Student Rights and Responsibilities [https://www.fcps.edu/about-fcps/policies-regulations-and-notices/student-rights-and-responsibilities], the principal may revoke approval. In such an event, the principal will then notify the parent, the base school principal, region assistant superintendent, and the Office of Student Registration and the student will be returned to his or her base school unless student disciplinary proceedings result in a different assignment or sanction.

B. One-Year Limitation

Student transfer requests, if approved, are for one school year only and must be applied for and 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.

VIII. Transportation

Transportation is not provided by FCPS for students attending schools on approved student transfers.

IX. Appeal Procedure

The parent, guardian, or student 18 years old or older may appeal, in writing, a denial or revocation of a student transfer request for a student transfer to the director of Operations and Strategic Planning, Department of Special Services, or his or her designee. An appeal must be received within 15 calendar days of the receipt of notification of the decision to deny or revoke a student transfer. The director of Operations and Strategic Planning appeal decision, made in collaboration with the appropriate region assistant superintendent, shall be final.

Legal reference: Code of Virginia, Section 22.1-7.1 and Section 22.1-7.2

See also the current versions of:

Policy 2601, Student Rights and Responsibilities Booklet
Policy 8130, Local School Boundaries, Program Assignments, and School Closings
Regulation 2240, Parent Participation and Decision Making
Regulation 8130, Local School Boundaries, Program Assignments, and School Closings