



INITIAL STUDENT TRANSFER APPLICATION

APPLICATION MUST BE RECEIVED BETWEEN MARCH 1 AND JUNE 1

INSTRUCTIONS : The parent or guardian is to complete Part I and submit the application to the base school principal no later than June 1. Read carefully the information provided in the student transfer application instructions and the Frequently Asked Questions before completing the application. **The student must attend the base school until a transfer decision is received in writing.** Reference: Regulation 2230, Exceptions for Attendance at Other Than Base School Procedure for Applying for Intracounty Exceptions.

PART I. STUDENT TRANSFER REQUEST (please print)

Date: _____

Student: _____ DOB: _____ Sex: Male Female
Last First MI

Requested School Year: _____ Grade: _____ ID#: _____

Base School: _____ Requested School: _____

Parent or Guardian: _____

Address: _____ Home Phone: _____
Street
 _____ Work Phone: _____
City State ZIP Code

Reason for Request: (choose one)

- Family Relocation** — Attach a lease or deed for primary residence in requested school's boundaries.
- Child Care Hardship (Elementary)** — Attach information documenting hardship in finding child care in base school boundaries.

Child Care Provider: _____

_____ Phone: _____
Street
 How Often?: M T W TH F
City State ZIP Code Before and or After School

- Medical, Emotional, Social, or Family Adjustment** — Attach independent professional documentation.
- FCPS Employee** — Provide work location **Senior Status** (6th, 8th or 12th grade)

Employee: _____ Location: _____

***Student applicants must be enrolled in FCPS schools.
 Student transfers are granted on a space available basis.***

I understand if the transfer is approved: 1) transportation is not provided by Fairfax County Public Schools; 2) transfers are valid for one year only; 3) transfers may be revoked if the reason for the transfer no longer exists or the student violates the student code of conduct ; 4) students may not be eligible to participate for one year in secondary school interscholastic athletics.

I certify that all the information on this application is correct to the best of my knowledge. In addition, I certify that the student involved in the request is not seeking a transfer to participate in extracurricular activities including, but not limited to, athletics.

Parent or Guardian Signature: _____ Date: _____

PART II. SCHOOL REVIEW AND RECOMMENDATION (office use only)

Base School: _____ Child Care Verified: Yes No _____
Staff Member Signature

Approve Deny Reason: _____

Principal's Signature: _____ Date: _____

Requested School: _____

Approve Deny Reason: _____

Principal's Signature: _____ Date: _____

PART III. FINAL PROCESSING — OFFICE OF SOCIAL WORK & SUPPORT SERVICES (office use only)

_____ Date: _____ Approved Denied Code: _____
 Staff Member's Signature

Fairfax County Public Schools Student Transfer Application Instructions

How do I apply for a student transfer within FCPS?

A parent or guardian may request a student transfer for his or her school-aged child (K-12) for the following school year during transfer season. **Students must be enrolled in the base school before starting the application process.** After registration, submit the transfer application and supporting documentation to the base school for consideration. See below for specific application requirements and timelines.

Initial Transfer Request :

Parents must complete Part I of the Student Transfer Application between **March 1 and June 1** for the following school year. Submit the application with documentation to the base school principal for review and recommendation. The application is then routed to the requested school principal, and to the Office of Social Work and Support Services for action. The Office of Social Work and Support Services will notify the parent or guardian and schools of the transfer decision in writing.

Why is a student allowed to transfer to another school within FCPS?

Transfer requests require documentation and are approved for the following reasons:

- A. **Child Care Hardship (Elementary only)** - Parents must attach and document child care hardship. Documentation should include attempts made to secure child care within the base school boundaries and any extenuating circumstances. Parents or guardians must indicate the child care provider's name, location, phone number, and how often child care is provided on the application. The child care provider must be located within the requested school boundaries. Full-time, before and or after school child care is needed for student transfer consideration. FCPS boundary information is available at <http://www.fcps.edu/boundary/>.
- B. **Medical, Emotional, Social, or Family Adjustment Hardship** - Documentation, such as a medical or psychological treatment plan from a licensed independent professional, is required.
- C. **FCPS Employees** - May request student transfers for their children at the work location where the employees are assigned or the nearest school to the work location. The employee must state his or her work location on the application.
- D. **Senior Status** - Students who are currently attending the requested school and wish to complete elementary, middle, or high school at the same location may request senior status for 6th, 8th, or 12th grade. Students must reside within FCPS attendance boundaries in order to continue attending an FCPS school.

Please note: FCPS considers all student transfer applications on a space available basis. Applications are considered annually. Students must attend their base school until transfer decisions are received in writing. Transportation is not provided by FCPS for students attending schools on approved student transfers.

High School Students ONLY:

Per Virginia High School League rules, students who transfer from one school to another may not be eligible to compete in interscholastic (VHSL) athletics or activities for a period of 365 days. Eligibility is neither automatic nor guaranteed. Follow up questions can be directed to your local director of student activities after the transfer is approved. No transfers will be granted for athletic reasons.

A student transfer may be revoked if the reason for transfer no longer exists or the student violates the student code of conduct. If either occurs, the student will be reassigned to his or her base school.

The student transfer regulation, application, boundary information, frequently asked questions, and schools projected to be at enrollment capacity are available online at <http://www.fcps.edu/ss/student-transfer/index.htm>.