



RENEWAL STUDENT TRANSFER APPLICATION

APPLICATION MUST BE RECEIVED BETWEEN FEBRUARY 15 AND APRIL 1

INSTRUCTIONS: The parent or guardian is to complete Part I and submit the application to the current school principal no later than April 1. Read carefully the information provided in the Student Transfer Application Instructions and the Frequently Asked Questions before completing the application.

Reference: Regulation 2230, Exceptions for Attendance at Other Than Base School.

PART I STUDENT TRANSFER REQUEST (please print)

Date: _____

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

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

Base School: _____ Requested School: _____

Parent or Guardian: _____

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

Reason for Request: (Chose One)

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
_____ Before and/or After School
City State ZIP Code

Medical, Emotional, Social, or Family Adjustment — Attach independent professional documentation.

FCPS Employee — Provide work location **Senior Status** (6th, 8th or 12th grade)

Employee: _____ Location: _____

High School Curricular Program:

Please note, the student must enroll and remain enrolled for one year, in a sequential curricular program from the FCPS Standard Course Offerings. The course of study must not be offered at the base high school. Requests are not permitted for individual courses or extracurricular activities.

- Academy Sequence Foreign Language Sequence
- Advanced Placement Program International Baccalaureate Program

Requests must be submitted between February 15 and April 1 for the following school year.

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) the student must be eligible for enrollment in FCPS schools; and 5) 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)

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

Approve Deny Reason: _____

Principal's Signature: _____ Date: _____

PART III PARENT NOTIFICATION — SENT BY REQUESTED SCHOOL (office use only)

Notification sent: Yes No Date: _____ Approved Denied Code: _____

Fairfax County Public Schools

Student Transfer Renewal Application Instructions

A parent or guardian residing in Fairfax County may request a student transfer renewal for his or her child for the following school year during renewal season. The student must be attending the requested school in order to request a renewal.

Parents must complete Part I of the Student Transfer Renewal Application between **February 15 and April 1** for the following school year. The parent/guardian must submit the application and appropriate documentation to the requested school principal for review and recommendation. The principal of the requested school will notify the parent/guardian of the transfer decision in writing.

Student Transfer Renewal 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/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 Employee (20+ hours/week)** – Parent/employee must indicate the work location on the application. Requests are for the employee's children only. Requests can be made to the school where the parent is employed, or the school nearest parent's work location.
- 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.
- E. **Curricular Program (high school only)** – Advanced Placement, International Baccalaureate Program, foreign language or academy course sequence. The student must renew for the program or sequence in which the parent and student signed a Letter of Understanding. The student must enroll, and remain enrolled for one year, in the continued sequential curricular program. The course of study must not be offered at the base high school.

Please note: FCPS considers all student transfer applications on a space available basis. Applications are considered annually. Transportation is not provided by FCPS for students attending schools on approved student transfers.

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/her base school.

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