

SPECIAL SERVICES

Admissions, Residency, and Attendance

Admission Requirements--Determination of Eligibility for Admission

This regulation supersedes Regulation 2204.5.

I. PURPOSE

To establish procedures for the enrollment of all nontuition-paying and tuition-paying students.

II. ENROLLMENT OF NONTUITION-PAYING STUDENTS

The principal, or his or her designee, or the coordinator of Student Registration shall enroll as nontuition-paying students those who qualify under the provisions of the current version of Policy 2202. Only students who have not graduated elsewhere may enroll in Fairfax County Public Schools (FCPS). However, in accordance with the current version of Regulation 2220, a student from a foreign country who has graduated from high school in his or her home country but does not meet the age requirement for eligibility for college attendance may enroll in FCPS on a tuition-paying basis until the end of the school year in which he or she reaches the age of eligibility for college enrollment. Foreign exchange students shall be enrolled by the school following approval from Student Registration. Students with limited English proficiency at the secondary level may be considered for registration options at the local school, the English for speakers of other languages (ESOL) transitional high school programs, or the alternative high schools based on educational background and opportunity to graduate.

A student whose natural or legally adoptive parents do not reside in Fairfax County and who seeks enrollment as a nontuition-paying student under the provisions of the current version of Policy 2202 shall apply to the coordinator of Student Registration for a determination of residency status prior to enrolling in school. The following procedures shall be used.

- A. The parent or guardian shall complete the Request for Determination of Residency Status (Attachment A) and present it, with all required supporting documents, to the coordinator of Student Registration. A student may be permitted to attend school for a limited time, pending a court hearing, with evidence of a petition having been filed with the court, and having satisfied all other documentary provisions of the current version of Policy 2202.
- B. The coordinator of Student Registration shall make a recommendation on the request and forward it to the director of student services. The director of student services shall make a recommendation on the request and forward it to the assistant superintendent, special services.

- C. The assistant superintendent, special services, as the Division Superintendent's designee, shall determine the eligibility of the student to enroll as a nontuition-paying student and shall notify the parent or guardian and the principal.
- D. If the student is found ineligible for enrollment as a nontuition-paying student, the assistant superintendent, special services, as the Division Superintendent's designee, may grant permission for the student to be enrolled as a tuition-paying student if the parent or guardian has requested such approval and the student is eligible in accordance with the current version of Policy 2202 and section III. of this regulation.

III. ENROLLMENT AS A TUITION-PAYING STUDENT

Individuals seeking to enroll a student in a school as a tuition-paying student must apply under the provision of the current version of Policy 2202, section III., to Student Registration. All tuition-paying students shall be approved by Student Registration prior to enrollment or continuation of enrollment. No requests may be accepted for tuition-paying students to enroll in Thomas Jefferson High School for Science and Technology. Approval to attend FCPS as a tuition-paying student shall be rescinded upon recommendation of the principal and decision of the cluster assistant superintendent if the student violates school division policies or regulations, including, but not limited to, violence, alcohol or other drug use, and other prohibited conduct.

The following procedures shall be used for enrollment as a tuition-paying student.

- A. The individual shall complete the Request to Enroll as a Tuition-Paying Student (Attachment B) and present it with all required supporting documents to the coordinator of Student Registration. Placement by an agency requires completion of Request to Enroll Nonresident Student Placed in Foster Home by Government Agency or the Court (Attachment C).
- B. The coordinator of Student Registration shall make a recommendation on the request in consultation with the principal, taking into consideration the availability of space in the school and in the instructional program in which the student seeks enrollment and shall forward the request to the director of student services.
- C. The director of student services shall make a recommendation on the request and forward it to the assistant superintendent, special services, who shall, as the Division Superintendent's designee, approve or deny the request.
- D. The assistant superintendent, special services, shall send the approved or denied request to the parent or guardian and send copies to the principal.
- E. If the request is approved, the principal shall provide for the collection of tuition in accordance with the current versions of Regulation 2206 and Notice 2206.
- F. Student Registration is responsible for entering the tuition code into the school administration student information (SASI) system. Schools are responsible for notifying the student systems office in the Department of Information Technology whenever the tuition status of a student changes so that the tuition code can be changed.

IV. ENROLLMENT OF STUDENTS WHOSE HOME LANGUAGE IS OTHER THAN ENGLISH

The procedures listed above for enrollment of students as tuition-paying or nontuition-paying students apply to both citizens and noncitizens of the United States. In addition, the following procedures apply to the enrollment of a student whose home language is other than English.

- A. Principals shall refer a parent or a guardian whose home language is other than English to Student Registration for information and/or registration unless the student is able to document a minimum of three years of successful, uninterrupted school work in language arts in a general education program in U.S. schools.
- B. Principals may enroll all native English-speaking students regardless of citizenship (Great Britain, Australia, New Zealand, and English-speaking Canada) and students registering for kindergarten including students referred by the Family and Early Childhood Education program (FECEP).
- C. All non-U.S. high school transcripts must be sent to Student Registration for evaluation at the time of enrollment.
- D. Principals may refer to Student Registration students whose parents need non-English language support to communicate with staff members and students whose academic documentation is not clear to school-based staff members. Student Registration remains available to enroll students whose English skills need to be assessed by the ESOL assessment center.
- E. Additional admission requirements exist for student exchange visitors.

V. APPROVAL OF OVERAGE STUDENTS

By exception, currently enrolled students who are over age 20* may apply to complete their educational programs at their local high schools on a nontuition basis. Students enrolled in Fairfax County public school programs that serve overage students are exempted from this process.

- A. Students for consideration should meet the following criteria:
 - 1. Be currently enrolled and attending a Fairfax County public high school.
 - 2. Demonstrate that graduation requirements are likely to be satisfied with one more year of attendance.
 - 3. Possess satisfactory academic, discipline, and attendance records.

*The age limit is extended to 22 years of age for a student for whom English is a second language and who entered school in Virginia for the first time after reaching the 12th birthday, and for eligible students with disabilities.

- B. The approval process is as follows:
1. The student shall complete the Overage Student Application (Attachment D) and present it to the principal of the school in which the student seeks enrollment. Only students able to demonstrate exceptional merit may reapply for a second year; no applications will be accepted for a third year.
 2. The principal shall make a recommendation and forward it to the cluster assistant superintendent.
 3. The cluster assistant superintendent, as the Division Superintendent's designee, shall approve or deny each request and notify the principal of the disposition.
 4. Approved students shall be maintained in the SASI system.
- C. Violation(s) by an approved overage student of school division policies and regulations, including, but not limited to, violence, alcohol or other drug use, and other prohibited conduct, may result in disciplinary action up to and including expulsion, at the discretion of the school principal.

See also the current versions of: Policy 2202, Eligibility for Enrollment
Regulation 2206, Payment of Tuition and Refunds
Notice 2206, Tuition Rates
Policy 2220, Admission of Postgraduate Students
Regulation 2220, Admission of Postgraduate Students
Regulation 2601, Student Responsibilities and Rights Booklet

REQUEST FOR DETERMINATION OF RESIDENCY STATUS

Student Information

Print Student's Full Name	/ / D.O.B	# FCPS ID
FCPS School	/ / Date of Application	Grade Placement
Print Name of Mother	Address	
Print Name of Father	Address	

Guardian Information

I certify that I am or will become the court-appointed guardian or have legal custody of the student listed above; that the student lives with me in my home in Fairfax County, Virginia; and that all the information provided on this form and on the attached supporting documents is complete, true, and correct to the best of my knowledge and belief. I request a determination of the student's eligibility to attend Fairfax County Public Schools as a nontuition-paying student in accordance with the current version of Fairfax County School Board Policy 2202.

Guardian's Signature	Date
Print Guardian's Name	Home Phone
Residence Address (no. and street)	(city)
	(state) (ZIP)
	Work Phone

If the student is not found eligible for enrollment as a nontuition-paying student, would you request enrollment as a tuition-paying student? YES NO

The following documents **must** be attached to this request.

1. A signed statement from the person making this request that explains in full detail the reasons why the student is residing with the nonparent instead of with the parent.
2. Supporting documentation regarding the inability of the parents to care for the student.
3. A copy of the court order or other legal document from a court in the United States conferring guardianship or legal custody of the student on the person making this request.

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Coordinator's recommendation: Approval _____ Denial _____
Signature _____ Date _____

Director's recommendation: Approval _____ Denial _____
Signature _____ Date _____

Action by assistant superintendent, special services:

Resident status denied _____ Resident status approved _____ Enrollment as tuition-paying student approved _____
Signature _____ Date _____

REQUEST TO ENROLL AS A TUITION-PAYING STUDENT

Print Student's Full Name _____ D.O.B. _____ ID # _____

FCPS School _____ Date of Enrollment _____ Grade Level _____

Is this student a noncitizen applicant for, or holder of, an F-1 visa? _____ Yes _____ No _____

I certify that I am the parent, legal custodian, or parent designee of the student named in this request; that the student lives with me at the address I have listed; and that all the information on this form and in the supporting documents I have attached is complete, true, and correct to the best of my knowledge and belief. I request that the student be permitted to enroll in Fairfax County Public Schools (FCPS) as a tuition-paying student in accordance with the provisions of the current version of Fairfax County School Board Policy 2202.

CHECK ONE

_____ The student lives with me at the address listed below, the student's parents do not reside in an adjacent jurisdiction or in the District of Columbia, and unusual circumstances exist warranting attendance in FCPS. Documentation substantiating circumstances is attached.

_____ The student lives with me at the address listed below and the student's parents reside in an adjacent jurisdiction or the District of Columbia. The basis for the request is (check one):

___ Hardship in providing appropriate supervision for an elementary school child.

___ Exceptional hardship for reasons of medical, emotional, or social adjustment.

Documentation substantiating circumstances is attached.

_____ The student is my child and I am an employee of FCPS, but I do not reside in Fairfax County; my FCPS ID# is _____.

_____ I will become a resident of Fairfax County, at the address listed below, within 180 calendar days from the date this student enters school.

_____ I will become a nonresident of Fairfax County after completion of the student's 11th grade year, and I want the student to complete the 12th grade year in his or her current school.

_____ Other (specify): _____

Signature of Parent, Legal Custodian, or Parent Designee _____ Print Full Name _____

Address _____ (no. and street) _____ (city) _____ (state) _____ (ZIP) _____

Name of Student's Parent _____ Home Phone _____ (_____) _____ Work Phone _____ (_____) _____

Residence Address of Parent _____ (no. and street) _____ (city) _____ (state) _____ (ZIP) _____

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Coordinator's recommendation _____
Signature _____ Date _____

Director's recommendation _____
Signature _____ Date _____

Action by assistant superintendent, special services:
Approved _____ Denied _____

Signature

Date

OVERAGE STUDENT APPLICATION

Certification

1. I am currently enrolled in a Fairfax County public high school.
2. I expect to graduate by the end of the next school year.
3. My academic, discipline, and attendance records are satisfactory.
4. If approved, I understand that I must agree to follow the Rules of Conduct delineated in Chapter II of the Student Responsibilities and Rights and that failure to do so can result in disciplinary action, including termination of my privilege to attend school.

Student Information

Student's Full Name _____ FCPS ID _____
 FCPS School _____ Grade Level _____
 Date of Birth _____ GPA _____ Date of Application _____ Phone # (____) _____

 Residence Address (no. and street) (city) (state) (ZIP)

I certify that I meet the criteria for approval, and I understand that I may be dismissed if I fail to comply with the Rules of Conduct.

Student's Signature

Date

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Principal's Recommendation: Approved ____ Denied ____

Principal's Comments _____

Principal's Signature

Date

Action by Cluster Assistant Superintendent: Approved ____ Denied ____

Cluster Assistant Superintendent's Signature

Date