

SPECIAL SERVICES

Admissions, Residency, and Attendance

Admission of Postgraduate Students

This regulation supersedes Regulation 2220.3

I. PURPOSE

To establish rules and procedures for the enrollment of postgraduate students in a regular high school program.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been reviewed and there are no changes since last publication.

III. RULES AND PROCEDURES

High school graduates may not be enrolled in a regular high school or secondary school program without prior written approval in accordance with the current version of Policy 2220 and the regulations of the state Board of Education. High school graduates may apply to the Division Superintendent for enrollment as tuition-paying students by following the procedure described in this regulation.

The coordinator of student registration shall require an individual seeking to enroll a student in a school as a tuition-paying student to apply under the provision of the current version of Policy 2220. Students shall normally be enrolled by student registration.

- A. The individual shall complete the attached Request to Enroll as a Postgraduate Tuition-Paying Student.
- B. The coordinator 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 the Office of Student Services.
- C. The director of the Office of Student Services shall make a recommendation regarding the request and forward it to the assistant superintendent, Department of Special Services (DSS), who shall, as the Division Superintendent's designee, approve or deny the request.
- D. The assistant superintendent, DSS, shall send the approved or denied request to the parent or guardian, and copies shall be sent to the principal, to the appropriate cluster

- assistant superintendent, and to the assistant superintendent, Department of Information Technology.
- E. If the request is approved, the principal shall provide for the collection of tuition in accordance with the current version of Regulation 2206 and Notice 2206.
 - F. The approval granted to high school graduates to enroll as tuition-paying students is limited to the school year in which the approval is granted and is limited to the specific courses requested. If a high school graduate who has been granted approval to enroll as a tuition-paying student wants to change courses or continue attending beyond the end of the school year, a new request for approval must be initiated.
 - G. Violation(s) of school division policies and regulations including, but not limited to, violence, alcohol or other drug use, and other prohibited conduct by a student enrolled under this regulation, shall result in an immediate review by the principal of the continued status of the student and a recommendation to the appropriate cluster assistant superintendent to rescind the enrollment approval if deemed appropriate. Tuition paid for the period of enrollment will be forfeited under such circumstances.

See also the current versions of: Policy 2220, Admission of Postgraduate Students
Regulation 2206, Payment of Tuition and Refunds
Notice 2206, Tuition Rates

Fairfax County Public Schools
Department of Special Services
Student Registration

REQUEST TO ENROLL AS A POSTGRADUATE TUITION-PAYING STUDENT

Student Information

| | | | |
|---------------------------|-----|---------------|---------|
| Print Student's Full Name | / / | # | FCPS ID |
| FCPS School | / | Home Language | |

I certify that I am the student's parent or legal custodian or an adult student; that the student lives with me at the address I have listed; and that all the information on this form 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 as a postgraduate tuition-paying student in accordance with the current version of Policy 2220. I certify that I understand that enrollment permission may be rescinded if the student disobeys school rules or school division policies and regulations.

Course Title _____

Reason why the student seeks enrollment in a regular high or secondary program rather than in a college or other educational program designed for high school graduates.

Signature of Applicant _____ Print Full Name of Applicant _____

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

Principal's Recommendation: Approved _____
Signature of Principal or His or Her Designee

Denied _____
School

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Coordinator's Recommendation: Approved Denied
Signature _____ Date _____

Director's Recommendation: Approved Denied
Signature _____ Date _____

Action by Assistant Superintendent, Department of Special Services:

Resident Status Denied _____ Resident Status Approved _____ Enrollment as Tuition-Paying Student Approved _____

Signature _____ Date _____