



Student Transfer Information Glossary

Base school—Your base school is determined by your residence address. FCPS boundary information is available at <http://boundary.fcps.edu/boundary/>.

Child care hardship (elementary only)— Parents or guardians must attach the Affidavit for Student Transfer Child Care Requests <http://www.fcps.edu/dss/osp/StudentRegistration/student-transfer/affidavit.pdf> verifying the facts of the request and indicating the attempts the family has made to procure child care within the community of residence. 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. For help in locating child care visit the Fairfax County Office for Children, Child Care Central, at <http://www.fairfaxcounty.gov/ofc/>.

High school curricular transfer request— Advanced Placement, International Baccalaureate, foreign language or academy course sequence. The course of study must not be offered at the base high school. Parents or guardians may request a transfer to the school with space available that is closest to their residence. Parents or guardians and students must sign a [Letter of Understanding](#) for the requested program. Requests are not permitted for individual courses or extracurricular activities.

FCPS employee working 20 or more hours per week—The parent or guardian must indicate the work location on the application. Requests are considered for the employee's children only. Requests can be made to the school where the parent is employed or the school nearest the parent's work.

Family relocation—If you are moving to a new school neighborhood within 180 days, you may request a transfer to the local school. Proof of purchase or rental must be provided with the request. The new residence must be the primary permanent residence for the student and the student's family and be located within the requested school boundaries.

Initial (new) — The initial (new) application form is for any FCPS student seeking a new transfer from his or her base school. The student must attend the base school until a decision is made. The form requires the parent or guardian to indicate the reason for the request, and documentation is required to support the request. Requests must be submitted between **March 1 and June 1** for the following school year.

Medical, emotional, or social adjustment —The student demonstrates exceptional hardship for reasons of medical, emotional, or social adjustment. Independent, detailed documentation substantiating the circumstances (e.g., from physicians, psychologists, social workers, or counselors) is required and must be attached to the student transfer application.

Renewal (returning student)—A student transfer is valid for one year only. The renewal (returning student) transfer request is for a student currently approved for a transfer and attending classes at a receiving school who wishes to return to that school for the same reason the following year.

Senior status - Students who are currently attending the requested school and who will move to a different attendance area after completion of the school year but wish to complete the final year of elementary, middle, or high school at the same location may request senior status. Students must reside within FCPS attendance boundaries to continue attending an FCPS school.

Space available basis—Student transfers are not approved for schools that are at or over capacity. Additionally, some schools may be at enrollment capacity at specific grade levels. Capacity information is available at <http://www.fcps.edu/fts/dashboard/index.shtml>.