

Fairfax County Public Schools Student Transfer Application Guidelines

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 next school year during transfer season. **Students must be enrolled in the base school before starting the application process.** After registration, submit the appropriate transfer application and supporting documentation to the base school for consideration. See below for specific application requirements and timelines.

1. **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 student transfer office will notify the parent/guardian and schools of the transfer decision in writing.

2. **High School Curricular Program Transfer Request:**

Parents must complete Part I of the Student Transfer Curricular Program Application between **January 1 and April 15** for the following school year. Submit the application to the base school principal for review and recommendation. The base school will forward the application to the requested school principal. The principal of the requested school will notify the parent/guardian of the transfer decision in writing.

3. **Renewals:**

Student transfers are approved for one year only. Student transfer renewal applications are available at the schools after **February 15**. The parent or guardian must submit a completed renewal application to the current school by **April 1**, attaching documentation for the continued student transfer. The school principal notifies the parent/guardian of the transfer decision.

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

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

- A. **Family Relocation** – Sales contract, lease agreement, or closing documents for primary residence needed.
- B. **Child Care Hardship (Elementary only)** – Parents/guardians provide child care provider's name, location, phone number, and how often child care is provided. 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/>.
- C. **Medical, Emotional, Social, or Family Adjustment Hardship** – Documentation, such as a medical or psychological treatment plan from a licensed professional, is required.
- D. **FCPS Employee (20+ hours/week)** – Requests can be made to the school where the parent is employed, or the school nearest parent's work location. Parent/employee must indicate work location.
- E. **Curricular Program (high school only)** – Advanced Placement, International Baccalaureate Program, foreign language or sequential course offering not available at base school.

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

A student transfer may be revoked if the reason for transfer no longer exists or the student violates the student code of conduct. If this 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>.