



**Office of Student Services
Student Transfer Information
Glossary**

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

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.

High school curricular transfer request— Advanced Placement, International Baccalaureate Program, foreign language or academy course sequence. The course of study must not be offered at the base high school. The student may request the school with space available that is closest to the student's residence or base school. Parents 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+ hours per 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.

Family relocation—If you are moving to a new school neighborhood, you may request a transfer to the local school. Your application will require a sales contract, a lease agreement, or closing documents for your new primary residence.

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

Medical, emotional, social, or family adjustment hardship—A parent or guardian seeking a hardship transfer must provide documentation, such as a medical or psychological treatment plan from a licensed professional, to support the transfer.

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.

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.

Space available basis—More than 50 schools currently are at capacity for the 2008-09 school year. Student transfers are unlikely to be approved for these schools because of capacity issues. The list is reviewed and updated annually—usually in late spring. Although the list is not yet available for the 2009-2010 school year, parents can assume that many of the schools currently on the list will remain on the list for next year.