

FCPS Types of Transfer Requests

Transfer Type	Description	Required Documentation/Information
Child Care Hardship (K-6)	<p>A parent shows hardship in obtaining appropriate full-time, before- and/or after-school child care within the base school boundaries. The online application will identify the closest open school to the address of your child care provider.</p> <p>For help in locating child care, please visit the Fairfax County Office for Children, Child Care Search.</p>	When prompted during the online student transfer application process, enter two documented attempts to secure child care within the base school boundary.* (Must be submitted annually.)
Child of FCPS Employee	<p>A parent resides in Fairfax County and is a FCPS employee, defined as a person working in a budgeted Full Time Equivalent (FTE) position (FTE transportation and food services positions included) and eligible for leave, retirement, and health benefits coverage. Student transfer requests will be for the school in which the parent is employed or for the school closest to the employee's work location. If the request for student transfer is to the school in which the parent or guardian is employed, capacity issues will not prevent the transfer.</p>	An FCPS employee must enter his/her FCPS username and password when prompted inside the application. The application verifies employee status, eligibility, and work location, and also identifies the school to select.
Family Relocation (A) – Prior to Relocation into Requested School Boundary	<p>Prior to a relocation within Fairfax County, transfer requests may be made within 180 calendars days of your relocation into the requested school boundary.</p>	<p>The enrolling parent must upload documentation (PDF document preferred) of the upcoming move into the requested school boundary to include a lease or signed contract with move-in/closing date.*</p> <p>If building a home, a letter from the builder with estimated completion date, signed contract, and Fairfax County building permits is required. Additional documentation may be requested to establish that the new residence is valid and that no other property is a primary residence.</p>

<p>Family Relocation (B) - After Relocation (for remainder of school year)</p>	<p>Families who relocate from one school boundary to another in Fairfax County within the last 90 calendar days of the school year and want children to remain enrolled at the current (non-base) schools.</p>	<p>Updated residency documentation (e.g. lease, deed, rental agreement) must be provided to the enrolled school prior to submitting the online student transfer application. The updated residency documentation must also be submitted with the online application.</p>
<p>High School Curricular Program - Advanced Placement (AP)/International Baccalaureate (IB), and World Language</p>	<p>A student wants to enroll in course offerings in an Advanced Placement (AP), International Baccalaureate (IB), or World Language course sequence not available at the student’s base school.</p>	<p>Please read and agree to the expectations outlined in the letter of understanding in the application.</p>
<p>Medical, Emotional, or Social Adjustment</p>	<p>A student has exceptional hardship for reasons of medical, emotional, or social adjustment, and a transfer will support a student’s treatment plan as described by a current independent (non FCPS) licensed healthcare provider, which could be a physician, psychologist, social worker, or counselor.</p>	<p>Submit a <u>Student Transfer Request Form – Medical, Emotional, or Social Adjustment</u> with an original signature by a healthcare provider to the enrolled school. (Must be submitted annually.) The school acknowledges receipt of the documentation in the Student Information System (SIS). After documentation is in SIS, the following business day the enrolling parent may submit an <u>online student transfer application</u>.</p>
<p>Resident on Military Installation</p>	<p>FCPS provides for open enrollment for students residing on a military installation in military housing located within Fairfax County.</p>	<p>Parents must provide the enrolled school with a current resident occupancy agreement from The Villages at Belvoir. If the lease date is not current, a letter from the community management office is also required. The school acknowledges receipt of the documentation in the Student Information System (SIS). After documentation is in SIS, the following business day the enrolling parent may submit an <u>online student transfer application</u>.</p>

Senior Status	Students who relocate to different school boundaries within Fairfax County, but wish to remain enrolled at requested schools for the final year of elementary, middle or high school. In these cases, school capacity factors will not prevent approval.	Updated Fairfax County residency documentation must be provided to the enrolled school prior to student transfer application submission. The enrolling parent must upload documentation of the relocation in the online application. PDF documents preferred.*
Sibling at Requested School	A student wants to attend the same school as a sibling who lives in the same household.	Sibling relationship will be verified in the Student Information System.

** If documentation is required while submitting the online student transfer application, we suggest that you take a picture with your mobile device or scan the documents and then upload the documents to the application.*