

SCHOOL ADMISSION

A person of school age (i.e., a person who will have reached their fifth birthday on or before September 30th of the school year and who has not reached 20 years of age on or before August 1st of the school year) is eligible for admission on a non-tuition basis if residing in the Alexandria City school division or if eligible for admission under policy JECA Admission of Children Experiencing Homelessness.

A person of school age shall be deemed to reside in the school division:

- When the person is living with a natural parent or parent by legal adoption who actually resides in the Alexandria City school division;
- When, in accordance with the provisions of Va. Code [§ 22.1-360](#) of the Interstate Compact on Educational Opportunity for Military Children, the person is living with a non-custodial parent or other person standing *in loco parentis*, not solely for school purposes, pursuant to a Special Power of Attorney executed under 10 United States Code § 1044b by the custodial parent;
- When the parents of such person are dead, and the person is living with a person *in loco parentis* who actually resides within the school division;
- When the parents of such person are unable to care for the person and the person is living, not solely for school purposes, with another person who resides in the school division and is either
 - (i) the court-appointed guardian, or has legal custody, of the person,
 - (ii) acting *in loco parentis* pursuant to placement of the person for adoption by a person or entity authorized to do so under [§ 63.2-1220](#), or
 - (iii) an adult relative providing temporary kinship care as that term is defined in Va. Code [§ 63.2-100](#). Both parents and the relative providing kinship care must submit signed, notarized affidavits
 - a) explaining why the parents are unable to care for the person,
 - b) detailing the kinship care arrangement, and
 - c) agreeing that the kinship care provider or a parent will notify the school within 30 days of when the kinship care arrangement ends.

The parent must also provide a power of attorney authorizing the adult relative to make educational decisions regarding the person. A parent or the kinship care provider must also obtain written verification from the department of social services where the parent or parents live, and the department of social services where the kinship provider lives, that the kinship arrangement serves a legitimate purpose that is in the best interest of the person other than school enrollment. If the kinship care arrangement lasts more than one year, the school division must receive continued verification directly from both departments of social services that the parents are unable to care for the person and that the kinship care arrangement serves a legitimate purpose other than school enrollment;
- When the person is living in the school division not solely for school purposes, as an emancipated minor; or
- When all or any portion of the building in which the person resides (i) with another person as set forth in the first through fourth bullets above or (ii) as an emancipated minor as set forth in the fifth bullet above is taxable by the locality in which the school division is located; or
- When the person has been placed in a foster care placement within the school division by

- 47 a local social services agency.
- 48 ○ No person of school age who is the subject of a foster care placement will be
- 49 charged tuition regardless of whether the child is attending the school in which
- 50 they were enrolled prior to the most recent foster care placement or is attending a
- 51 school in the receiving school division.
- 52 ○ The sending and receiving school divisions will cooperate in facilitating the en-
- 53 rollment of any child placed in foster care across jurisdictional lines to enhance
- 54 continuity of instruction. The child will be allowed to continue to attend the
- 55 school in which they were enrolled prior to the most recent foster care placement,
- 56 upon joint determination of the placing social services agency and the school di-
- 57 vision that such attendance is in the best interest of the child.
- 58 ● When the person is living with parent/guardian who moves their residence from Alexan-
- 59 dria to another school jurisdiction in the Commonwealth, or to the District of Columbia
- 60 (so long as the District of Columbia grants the same privileges to residents of Alexan-
- 61 dria), and who desire that the student continue to attend the student's previously assigned
- 62 Alexandria City public school for the remainder of the grading period. In accordance with
- 63 regulation JC/JCD-R ACPS Student Placement Regulations, if such move is made on or
- 64 after the start of the second semester, the student may complete the school year in the
- 65 previously assigned school on a tuition-free basis. Provision for safe, punctual transit to
- 66 and from school for a student enrolled under the provisions of this paragraph shall be the
- 67 responsibility of the parent(s)/guardian of the student.

68 For purposes of this policy, a person meeting any of the above requirements shall be deemed to

69 reside in the school division if (i) the person lives in housing or temporary shelter that is wholly

70 or partially situated within the Alexandria City school division; or (ii) in the event of joint cus-

71 tody, the person must spend the majority of school nights with a parent/guardian as defined

72 above residing within the Alexandria City school division.

73 Certain other students may be admitted into the public schools of the division and may be

74 charged tuition in accordance with [§ 22.1-5](#) of the Code of Virginia and pursuant to Alexandria

75 City School Board regulations including Regulation JEC-R School Admission. Current ACPS

76 employees who reside outside of the City of Alexandria may apply to enroll their children in Al-

77 exandria City Public Schools on a reduced rate or tuition-free basis.

78 On an annual basis the Superintendent shall determine the number of Non-Resident Employee

79 Transfers that can be made available to children of non-City resident employees and the loca-

80 tions of those Transfers based on school and division enrollment capacity.

81 **Children of Persons on Active Military Duty**

82 No child of a person on active military duty attending a school free of charge in accordance with

83 this policy shall be charged tuition by the school division

- 84 ● upon such child's relocation to military housing located in another school division in the
- 85 Commonwealth, pursuant to order received by such child's parent to relocate to base
- 86 housing. Such children shall be allowed to continue attending school in the school divi-
- 87 sion and shall not be charged tuition for attending such school.
- 88 ● upon such child's relocation pursuant to orders received by such child's parent to relocate
- 89 to a new duty station or to be deployed. Such children shall be allowed to remain enrolled
- 90 in the current school division free of tuition through the end of the school year; and

91 • that will be the child's school division of residence once his service member parent is re-
 92 located pursuant to orders received. Such a child shall be allowed to enroll in the school
 93 division of the child's intended residence if documentation is provided, at the time of en-
 94 rollment, of military orders of the service member parent or an official letter from the
 95 service member's command indicating such relocation. Documentation indicating a per-
 96 manent address within the school division shall be provided to the school division within
 97 120 days of a child's enrollment or tuition may be charged, including tuition for the days
 98 since the child's enrollment in school. In the event that the child's service member parent
 99 is ordered to relocate before the 120th day following the child's enrollment, the school
 100 division shall not charge tuition. Students eligible to enroll in the school division in ac-
 101 cordance with this policy because they are the children of military personnel on active
 102 military duty who will reside in the division may register, remotely or in-person, for
 103 courses and other academic programs and participate in the lottery process for charter
 104 schools and college partnership laboratory schools in the school division at the same time
 105 and in the same manner as students who reside in the division. The assignment of the
 106 school such child will attend shall be determined by the school division.

107 Such children shall be counted in the average daily membership of the school division in
 108 which they are enrolled. The school division in which such children are enrolled subsequent
 109 to relocation to base housing shall not be responsible for providing for their transportation to
 110 and from school.

111 **ADDITIONAL ADMISSION REQUIREMENTS**

112 A. Except as otherwise provided below, no student shall be admitted for the first time to
 113 any public school in any school division in Virginia unless the person enrolling the pupil
 114 presents, upon admission, a certified copy of the pupil's birth record. The principal or
 115 designee shall record the official state birth number from the pupil's birth record into the
 116 pupil's permanent school record and may retain a copy in the pupil's permanent school
 117 record. If a certified copy of the pupil's birth record cannot be obtained, the person so
 118 enrolling the pupil shall submit an affidavit setting forth the pupil's age and explaining
 119 the inability to present a certified copy of the birth record. If the school division cannot
 120 ascertain a child's age because of lack of a birth certificate, the child shall nonetheless be
 121 admitted into the public schools if the division superintendent determines that the person
 122 submitting the affidavit presents information sufficient to estimate with reasonable cer-
 123 tainty the age of such child.

124 B. If the student seeking enrollment is experiencing homelessness as defined in [§ 22.1-3](#) of
 125 the Code of Virginia, the school shall immediately enroll such student in accordance
 126 with policy JECA.

127 C. To support the safety of children, if a certified copy of the birth record is not provided,
 128 ACPS works with the registering adult to confirm they are the parent/guardian. In the
 129 event ACPS feels that the child is in danger, ACPS will notify the local law enforcement
 130 agency. The notice to the local law enforcement agency includes ACPS's concerns about
 131 the child's safety, copies of the submitted proof of the pupil's identity and age and affi-
 132 davit explaining the inability to produce a certified copy of the birth record.

133 D. Within 14 days after enrolling a transfer student, the administration shall request docu-

134 mentation that a certified copy of the pupil's birth record was presented when the pupil
135 was enrolled in the former school.

136 E. The School Board assigns a unique student identification number, determined in ac-
137 cordance with a system developed by the Virginia Department of Education, to each
138 student enrolled in the division. No student identification number includes or is derived
139 from the student's social security number. Each student retains the student's identifica-
140 tion number for as long as the student is enrolled in a public elementary or secondary
141 school in Virginia.

142 F. Tuition rates are established each year in accordance with the provisions of [§22.1-5](#) of
143 the Code of Virginia and the division's Strategic Plan.

144 G. Prior to admission to the Alexandria City school division, the parent, guardian, or other
145 person having control or charge of the child shall provide, upon registration:

146 a. a sworn statement or affirmation indicating whether the student has been expelled
147 from school attendance at a private school or in a public school division of the
148 Commonwealth or another state for an offense in violation of school board poli-
149 cies relating to weapons, alcohol, or drugs, or for the willful infliction of injury to
150 another person. This document shall be maintained as a part of the student's
151 scholastic record; and

152 b. a sworn statement or affirmation indicating whether the student has been found
153 guilty of or adjudicated delinquent for any offense listed in subsection G of Va.
154 Code [§16.1-260](#) or any substantially similar offense under the laws of any state,
155 the District of Columbia, or the United States or its territories. This document
156 shall be maintained by the Superintendent and by any others to whom he dissem-
157 inates it, separately from all other records concerning the student. However, if the
158 school administrators or the School Board takes disciplinary action against a stu-
159 dent based upon an incident which formed the basis for the adjudication of delin-
160 quency or conviction for an offense listed in subsection G of [§16.1-260](#), the notice
161 shall become a part of the student's disciplinary record.

162 When the child is registered as a result of a foster care placement, the information re-
163 quired under this subsection must be furnished by the local social services agency or li-
164 censed child-placing agency that made the placement.

165 H. A student, who has been expelled or suspended for more than thirty days from attend-
166 ance at school by a School Board or a private school in Virginia or another state or for
167 whom admission has been withdrawn by a private school in Virginia or another state,
168 may be excluded from attendance in the Alexandria City Public Schools regardless of
169 whether such student has been admitted to another school division or private school in
170 Virginia or in another state subsequent to such expulsion, suspension, or withdrawal of
171 admission upon a finding that the student presents danger to the other students or staff of
172 the school division after (i) written notice to the student and their parent/guardian that
173 the student may be subject to exclusion, including the reasons therefore, and notice of
174 the opportunity for the student or their parent/guardian to participate in a hearing to be
175 conducted by the Superintendent or designee regarding such exclusion; and (ii) a hearing
176 of the case has been conducted by the Superintendent or designee; (iii) the equitable
177 treatment of the student has been considered in the decision; and the decision has been to
178 exclude the student from attendance. In the case of a suspension of more than thirty

179 days, the term of the exclusion may not exceed the duration of the suspension. The stu-
 180 dent or their parent/guardian may file for a written petition for review with the School
 181 Board within 15 days of notice of the decision of the Superintendent or designee. If the
 182 School Board grants a review of the record, the decision of the Superintendent or de-
 183 signee may be altered.

184 Upon the expiration of the exclusion period for an expulsion or a withdrawal of admis-
 185 sion, which period shall be established by the School Board, committee thereof, or Su-
 186 perintendent or designee, as the case may be, at the relevant hearing, the student may pe-
 187 tition the School Board for readmission. If the petition for readmission is rejected, the
 188 School Board shall identify the length of the continuing exclusion period and the subse-
 189 quent date upon which such student may petition the School Board for readmission.

190 For the purposes of this section, the Superintendent’s designee shall be a (i) trained hear-
 191 ing officer or (ii) professional employee within the administrative offices of the school
 192 division who reports directly to the Superintendent and who is not a school-based instruc-
 193 tional or administrative employee.

194 In excluding any such expelled student from school attendance, the School Board may
 195 accept or reject any or all conditions for readmission imposed upon such student by the
 196 expelling school board pursuant to Va. Code § 22.1 277.06. The excluding school board
 197 shall not impose additional conditions for readmission to school.

198 I. This policy does not preclude contractual arrangements between the Alexandria City
 199 School Board and agencies of the federal government or the school board of another ju-
 200 risdiction to permit students not otherwise eligible to attend Alexandria City Public
 201 Schools.

202 J. Prior to admission, the student must document compliance with, or eligibility for exemp-
 203 tion from, the physical examination and immunization requirements contained in sec-
 204 tions [22.1-270](#), [22.1-271.2](#) and [32.1-46](#) of the Code of Virginia and policies JHCA
 205 Physical Examinations and JHCB Student Immunizations.

206 If the person enrolling a child who has been placed in foster care by a local social ser-
 207 vices agency is unable to produce a report of a comprehensive physical examination
 208 and/or proof of immunization, the student shall be immediately enrolled; however, the
 209 person enrolling the child shall provide a written statement that, to the best of their
 210 knowledge, the student is in good health and is free from communicable or contagious
 211 disease. In addition, the placing social service agency shall obtain and produce the re-
 212 quired documents or otherwise ensure compliance with the statutory requirements for the
 213 foster child within 30 days after the child’s enrollment.

- 214 Adopted: December 5, 1996
- 215 Amended: July 10, 1997
- 216 Amended: June 23, 1999
- 217 Amended: June 21, 2001
- 218 Amended: June 19, 2003
- 219 Amended: May 6, 2004
- 220 Amended: June 15, 2004

- 221 Amended: July 1, 2005
222 Amended: June 15, 2006
223 Amended: June 26, 2007
224 Amended: July 1, 2011
225 Amended: June 21, 2012
226 Amended: August 23, 2013
227 Amended: June 18, 2015
228 Revised: May 5, 2022
- 229 Legal Refs: Code of Virginia, 1950, as amended, §§ [22.1-1](#), [22.1-3](#), [22.1-3.1](#), [22.1-3.4](#),
230 [22.1-5](#), [22.1-255](#), [22.1-260](#), [22.1-270](#), [22.1-277](#), [22.1-288.2](#), [32.1-46](#), [63.2-900](#),
231 and [63.2-1200](#).
- 232 2007 Va. Opin. AG 07-015.
233 1987-88 Va. Opin. AG 374.
- 234 Cross Refs: JC/JCD-R ACPS Student Placement Regulations
235 JEC-R School Admissions
236 JECA Admission of Homeless Students
237 JHCA Physical Examinations
238 JHCB Immunization of Students
239 JGGD/JGE Student Suspension/Expulsion