

STUDENT PLACEMENT

School Attendance Areas

School attendance areas for each school are established by the School Board. Students shall attend the school in the attendance zone in which they reside and/or to which they are assigned, unless special permission is granted by the Superintendent or designee. The Superintendent will issue regulations to govern student placement (Regulation JC-R/JCD-R).

Changes in attendance zones are recommended by the Superintendent for School Board approval. Recommended changes are based on the need to provide for the orderly administration of the schools, the competent instruction of the students, and the health, safety, best interests, and general welfare of all students.

As stipulated by the Code of Virginia, the Superintendent shall propose elementary class size caps to be established during the budget process each spring. Concurrently, the Superintendent shall also propose the number of homeroom sections for each elementary school at each grade level.

Student Placement Alternatives

I. Capacity Reassignments

The Superintendent on behalf of the School Board may place restrictions limiting the assignment of elementary students to a particular school or grade level based on capacity. The Superintendent will develop procedures (Regulation JC-R/JCD-R) for the orderly reassignment of such students to the school closest to the student's residence where there is capacity. Because ACPS transportation resources and utilization impact placement procedures, "school closest to the student's residence" is determined by the shortest driving distance (mileage). These reassignments proceed under the following circumstances and conditions:

- The School Board recognizes the value of continuity and stability in the educational environment. However, when a grade level class size cap is reached at an elementary school and the number of homeroom sections has reached the limit for that school, additional students will be assigned to the school closest to the student's residence with capacity at that grade level. No student already enrolled in a school will be removed due to capacity. (This does not apply to children who have moved during the school year and have only been granted an administrative transfer until the end of the year. It also does not apply during Division-wide redistricting approved by the School Board.)
- Students who were reassigned due to capacity will be placed on a waiting list, according to rank, to be given the option to return to the boundary school at the start of the following school year, should space become available.

- Siblings of current students will be allowed to enroll in the school that their sibling attends even if class size caps are exceeded.
- ACPS recognizes the contributions made by military service personnel and will work to accommodate military children as provided in the [Interstate Compact on Educational Opportunity for Military Children](#) (Va. Code § 22.1-360). This will include placement at schools previously attended by a student prior to a change of station or in the boundary school where the military family may reside, even if class size caps are exceeded.
- All students must be registered in their boundary school before alternative student placement can be made.

ACPS will provide transportation to students assigned to attend another school due to capacity.

II. Programmatic Transfers

Parents may request a transfer for their student based on designated school programs within ACPS. Designated school programs are the dual-language program, the K-8 program and the modified calendar program. These programs shall be primarily open to students living within the attendance zone. These schools will receive transfers from outside the attendance zone only if space is available at the requested grade level. Programmatic transfers are approved by the Superintendent or authorized designee.

If a programmatic transfer is approved, transportation services shall be provided.

In the event that there are fewer spaces than transfer applicants for a designated school program, a lottery will be held to determine the assignment of students. Lotteries will only be held for grade-level openings.

As with all other categories of transfers, all students must be registered in their boundary school before a programmatic transfer may be requested.

Students who have received programmatic transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

Dual-Language Program

Given the sequential nature of the program and its alignment with instructional program requirements, students typically enter the dual-language program at kindergarten or first grade. Any student seeking admission to the dual-language program during grades 2-5 will be reviewed on a case-by-case basis to ensure the student can fully access and participate in the appropriate grade-level dual-language curriculum.

Students who do not wish to participate in the dual-language program may participate in a traditional curriculum program if available at that school. If the school is dual-language only, the student may request a programmatic transfer to the school closest to the student's residence with capacity at that grade level.

Siblings of students who have received programmatic transfers will be allowed to attend the sibling's school even if class size caps are exceeded.

Transportation is provided for families opting in and out of this school program.

Students who have received programmatic transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

K-8 Schools

A K-8 school shall be primarily open to students living within the attendance zone. It will receive transfers from outside the attendance zone only if space is available at that grade level. Students may opt in to the K-8 school that is designated for their school attendance zone.

Elementary students attending a K-8 school may opt out beginning at grade 6, but not before. K-5 programming in a K-8 school is consistent with services offered in a traditional elementary school. Students will continue in that school through their middle school years unless they choose to attend their zoned, traditional middle school.

Siblings of students who have received programmatic transfers will be allowed to attend the sibling's school even if class size caps are exceeded.

Transportation is provided for families opting in and out of this school program.

Students who have received programmatic transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

Modified Calendar Program

Modified calendar students attend the same number of days as included in the traditional calendar, but have the option of attending up to thirty additional days of school. The additional days are redistributed throughout the year so that students have the option to participate in extended learning during intersessions.

A modified calendar school shall be primarily open to students living within the attendance zone. It will receive transfers from outside the attendance zone only if space is available at that grade level.

Parents/guardians of students living in this attendance zone who do not want to attend a modified calendar school may request a programmatic transfer to the school closest to the student's residence with capacity at that grade level.

Siblings of students who have received programmatic transfers will be allowed to attend the sibling's school even if class size caps are exceeded.

Transportation is provided for families opting in and out of this school program.

Students who have received programmatic transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

III. Administrative Transfers

Parents may request an administrative transfer for their child(ren) based on exceptional student situations. An administrative transfer is the movement of a student from one school to another, based on a parent/guardian request and designated administrator approval that a student would benefit from a change in educational settings due to safety, health, or a temporary or mid-year housing change. Administrative transfers are approved by the Superintendent or authorized designee.

Moves within the School Division

A student who attends an ACPS school and whose family moves into another ACPS attendance zone after the school year begins will have the option of remaining in his/her current school for the duration of that school year only via administrative transfer. If the student remains in his/her current school, transportation will not be provided.

Moves to Other School Divisions

A fifth-grade student who attends an ACPS school and whose family moves to another school division during the fourth quarter will have the option of remaining in his/her current placement for the duration of the school year via administrative transfer. Further, a twelfth-grade student who attends an ACPS school and whose family moves to another school division after the second quarter will also have the option of remaining in his/her current placement for the duration of the school year. These exceptions are subject to the student remaining in good standing for behavior, attendance and academics. Transportation will not be provided.

Transportation is not provided for parent/guardian-requested administrative transfers. In rare circumstances, transportation may be provided after extensive review by the Superintendent or designee.

As with all other categories of transfers, all students must be registered in their boundary school before a transfer may be requested.

Students who have received administrative transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

Citywide Programs for Students with Disabilities

Students enrolled in a citywide Specialized Instruction program resulting from IEP Team placement are not affected by this policy. These include programs for students with emotional disabilities (ED), intellectual disabilities (ID), multiple disabilities (MD), programs for students with autism (AUT), and early childhood special education (ECSE) programs.

Adopted: December 5, 1996

Amended: June 15, 2004

Amended: July 1, 2005

Amended: March 11, 2010

Amended: April 25, 2013

Amended: May 19, 2016

Legal Refs.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-79

Cross Refs.:	IHB	Class Size
	IHB-R	Regulations Pertaining to Class Size
	JCA	Transfers by Student Victims of Crime
	JCB	Transfers by Students in Persistently Dangerous Schools
	JC-R/JCD-R	Regulations Governing ACPS Student Placement Options
	JCE	Redistricting Implementation
	JCE-R	Redistricting Implementation Regulations
	JED	Student Absences/Excuses/Dismissals

ACPS STUDENT PLACEMENT REGULATIONS

Alexandria City Public Schools attendance zones are established by the School Board. Students shall attend the school in the attendance zone in which they reside and/or to which they are assigned.

However, in limited circumstances, the school division provides student placement alternatives to parents/guardians. These include capacity reassignments, programmatic transfers, parent/guardian-requested administrative transfers, and placement consideration for siblings and military children.

The following guiding principles inform both Policy JC/JCD: Student Placement, and this regulation.

- ACPS supports students attending their boundary school even as it recognizes the need to create options to address rapidly increasing enrollments.
- ACPS supports stability and continuity in one school environment during a school year and to the extent possible throughout elementary school.
- ACPS supports small class sizes and reasonable school capacities.
- ACPS supports keeping siblings together whenever possible.
- ACPS recognizes the contributions made by military service personnel and will work to accommodate military children.

This regulation defines the procedures that are followed for student placement. In all cases, the Superintendent or authorized designee has the final approval authority in student placement decisions.

All students must be registered in their boundary school before alternative student placement can be requested or made.

I. Student Placement Alternatives

A. Capacity Reassignments

Each year by April 1, the Superintendent will publicly present the projected number of students by school and by grade level for the following school year. The Superintendent and School Board will review proposed class size caps and the number of homeroom sections for each school at each grade level during the budget process each spring.

Under certain conditions listed in Policy JC/JCD, the Superintendent may place restrictions limiting the assignment of elementary students to a particular school or grade level based on capacity. If an enrollment limit for a grade level is reached, the Superintendent or authorized designee may reassign elementary students to the school closest to the student's residence where there is capacity. Because ACPS transportation resources and utilization impact

placement procedures, “school closest to the student’s residence” is determined by the shortest driving distance (mileage).

Guidelines

- ACPS will provide transportation for all capacity reassignments.
- No student currently enrolled in a particular school will be reassigned due to capacity. (This does not apply to children who have moved during the school year and have only been granted an administrative transfer until the end of the year. In addition, it does not apply during Division-wide redistricting approved by the School Board.)
- Siblings of current students will be allowed to enroll in the school that their sibling attends even if class size caps are exceeded.
- Students who were reassigned due to capacity will be placed on a waiting list, according to reassignment date, to be given the option to return to the boundary school at the start of the following school year, should space become available.
- All students must be registered in their boundary school before alternative student placement can be made.

Kindergarten Lottery Procedures

Traditional Calendar Schools (TCS)

On June 15, if the enrollment limit for kindergarten at a school has not reached capacity, everyone who has registered will be enrolled at that school for the following year.

If the limit has been exceeded at the kindergarten level, all of the new kindergarten parents/guardians making application will be polled to determine if any want to volunteer to have their child(ren) reassigned to the school closest to the student’s residence where there is capacity. If so, that request will be granted and transportation will be provided.

On or before July 1, all of the students with new applications will enter a lottery for random selection. Every student will be assigned a rank through the lottery (with siblings in the same grade having the same rank). Students will be placed in the boundary school until all slots are filled according to rank. The remainder will be reassigned to another school via a capacity reassignment.

Students who were reassigned due to capacity will be placed on a waiting list, according to rank, to be given the option to return to the boundary school at the start of the following school year, should space become available.

The Superintendent will develop an outreach program to encourage parents/guardians in all parts of the community to enroll their child(ren) before June 15. The Superintendent will develop procedures to simplify the registration process and to help parents/guardians meet all

requirements, including the possibility of extending deadlines for vaccinations and health records.

Modified Calendar Schools (MCS)

On June 1, if the enrollment limit for kindergarten at a school has not reached capacity, everyone who has registered will be enrolled at that school for the following year.

If the limit has been exceeded at the kindergarten level, all of the new kindergarten parents/guardians making application will be polled to determine if any want to volunteer to have their child(ren) reassigned to the school closest to the student's residence where there is capacity. If so, that request will be granted and transportation will be provided.

On or before June 15, all of the students with new applications will enter a lottery for random selection. Every student will be assigned a rank through the lottery (with siblings in the same grade having the same rank). Students will be placed in the modified calendar school until all slots are filled according to rank. The remainder will be reassigned to another school via capacity reassignment.

Students who were reassigned due to capacity will be placed on a waiting list, according to rank, to be given the option to return to the boundary school at the start of the following school year, should space become available.

The Superintendent will develop an outreach program to encourage parents/guardians to enroll their child(ren) before June 1. The Superintendent will develop procedures to simplify the registration process and to help parents/guardians meet all requirements, including the possibility of extending deadlines for vaccinations and health records.

B. Programmatic Transfers

Parents may request a transfer for their student based on designated school programs within ACPS. Designated school programs are the dual-language program at Mount Vernon, the dual-language program at John Adams, the K-8 program at Jefferson-Houston, and the modified calendar program at Samuel Tucker. These programs shall be primarily open to students living within the attendance zone. These schools will receive transfers from outside the attendance zone only if space is available for that year and grade level. Programmatic transfers are approved by the Superintendent or authorized designee.

As with all other categories of transfers, all students must be registered in their boundary school before a transfer may be requested.

If a programmatic transfer is approved, transportation services shall be provided.

Students who have received programmatic transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

Entering a School Program from another Attendance Zone

If the number of students seeking a programmatic transfer to a modified calendar program exceeds the available spaces at any grade level, then after June 15 all of the students with new programmatic transfer applications will enter a lottery for random selection. (See Table 1: Enrollment Procedure Deadlines)

If the number of students seeking programmatic transfers to other designated school programs exceeds the available spaces at any grade level, then after July 1, all of the students with new programmatic transfer applications will enter a lottery for random selection. (See Table 1: Enrollment Procedure Deadlines)

Every student will be assigned a rank through the lottery (with siblings in the same grade having the same rank). Students will be placed in the designated school program until all slots are filled according to rank. The remainder will continue to attend their boundary school. Not all designated school programs will be available in the lottery every year.

Siblings of students who have received programmatic transfers will be allowed to attend the sibling's school even if class size caps are exceeded.

Dual-Language

Given the sequential nature of the program and its alignment with instructional program requirements, students typically enter the dual-language program at kindergarten or first grade. Any student seeking admission to the dual-language program during grades 2-5 will be reviewed on a case-by-case basis to ensure the student can fully access and participate in the appropriate grade-level dual-language curriculum.

Students who do not wish to participate in the dual-language program may participate in a traditional curriculum program if available at that school. If the school is dual-language only, the student may request a programmatic transfer to the school closest to the student's residence with capacity at that grade level.

Siblings of students who have received programmatic transfers will be allowed to attend the sibling's school even if class size caps are exceeded.

Transportation is provided for families opting in and out of this school program.

Students who have received programmatic transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

K-8 Schools

A K-8 school shall be primarily open to students living within the attendance zone. It will receive transfers from outside the attendance zone only if space is available at that grade level. Students may opt in to the K-8 school that is designated for their school attendance zone.

Elementary students attending a K-8 school may opt out beginning at grade 6, but not before. K-5 programming in a K-8 school is consistent with services offered in a traditional elementary school. Students will continue in that school through their middle school years unless they choose to attend their zoned, traditional middle school.

Siblings of students who have received programmatic transfers will be allowed to attend the sibling's school even if class size caps are exceeded.

Transportation is provided for families opting in and out of this school program.

Students who have received programmatic transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

Modified Calendar Program

Modified calendar students attend the same number of days as included in the traditional calendar, but have the option of attending up to thirty additional days of school. The additional days are redistributed throughout the year so that students have the option to participate in extended learning during intersessions.

Samuel W. Tucker Elementary School operates on a modified school calendar. It shall be primarily open to students living within the attendance zone. It will receive transfers from outside the attendance zone only if space is available at that grade level.

Parents/guardians of students living in this attendance zone who do not want to attend a modified calendar school may request a programmatic transfer to the traditional calendar school closest to the student's residence with capacity at that grade level.

Siblings of students who have received programmatic transfers will be allowed to attend the sibling's school even if class size caps are exceeded.

Transportation is provided for families opting in and out of this school program.

Students who have received programmatic transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

C. Administrative Transfers

Parents may request an administrative transfer for their child(ren) based on exceptional student situations. An administrative transfer is the movement of a student from one school to another, based on a parent/guardian request and designated administrator approval that a student would benefit from a change in educational settings due to safety, health, or a or a temporary or mid-year housing change. Administrative transfers are approved by the Superintendent or authorized designee.

Moves within the School Division

A student who attends an ACPS school and whose family moves into another ACPS attendance zone after the school year begins will have the option of remaining in his/her current school for the duration of that school year only via administrative transfer. If the student remains in his/her current school, transportation will not be provided.

Moves to Other School Divisions

A fifth-grade student who attends an ACPS school and whose family moves to another school division during the fourth quarter will have the option of remaining in his/her current placement for the duration of the school year via administrative transfer. Further, a twelfth-grade student who attends an ACPS school and whose family moves to another school division after the second quarter will also have the option of remaining in his/her current placement for the duration of the school year. These exceptions are subject to the student remaining in good standing for behavior, attendance and academics. Transportation will not be provided.

Siblings of students who have received administrative transfers will be allowed to attend the sibling's school even if class size caps are exceeded.

Transportation is not provided for parent/guardian-requested administrative transfers. In rare circumstances, transportation may be provided after extensive review by the Superintendent or designee.

As with all other categories of transfers, all students must be registered in their boundary school before a transfer may be requested.

If approved, administrative transfers remain in place for the number of years spanned by that school, provided:

- The child demonstrates good attendance and punctuality in accordance with Policy JED.
- The child demonstrates appropriate behavior in school.

Should the principal, the Superintendent or the authorized designee determine that there are sufficient concerns about either of the two requirements above and that the student should return to his/her boundary school, the parent will be notified by May 1 of that year.

New transfers will be considered only for schools where there is capacity at that grade level.

The request for an administrative transfer must be submitted to the Department of Student Services, Alternative Programs and Equity. Request forms can be accessed through the ACPS website or in the main offices of all ACPS schools.

Students who have received administrative transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

D. Exceptions

Placement of Military Children

ACPS recognizes the contributions made by military service personnel and will work to accommodate military children as provided in the [Interstate Compact on Educational Opportunity for Military Children](#) (Va. Code [§ 22.1-360](#)). This will include placement at schools previously attended by a student prior to a change of station or in the boundary school where the military family may reside, even if class size caps are exceeded.

In further accordance with the Interstate Compact on Educational Opportunity for Military Children and Policy JHCB, the children of military families shall have 30 days from the date of enrollment to obtain any required immunization(s). For a series of immunizations, initial vaccinations must be obtained within 30 days.

The Sibling Rule

Siblings of current students will be allowed to enroll in the school that their sibling attends even if class size caps are exceeded.

Citywide Programs for Students with Disabilities

Students enrolled in a citywide Specialized Instruction program resulting from IEP Team placement are not affected by this policy. These include programs for students with emotional disabilities (ED), intellectual disabilities (ID), multiple disabilities (MD), programs for students with autism (AUT), and early childhood special education (ECSE) programs.

II. Appendix

Glossary

Boundary School: The school a student is designated to attend according to his/her residency address and the ACPS School Board approved school zone boundaries.

Current School: The school a student is currently enrolled in unless otherwise indicated.

Capacity Reassignments: Reassignments made due to specific grade levels reaching capacity at the student's boundary school. Transportation is provided for all capacity reassignments.

Programmatic Transfer: Transfers to opt in or out of ACPS designated school programs (the dual-language program, the K-8 program and the modified calendar program). Transportation is provided for families opting in and out of school programs.

Administrative Transfer: Transfers from one school to another, based on a parent/guardian request and designated administrator approval that a student would benefit from a change in educational settings due to safety, health, or a housing change. Administrative transfers are approved by the Superintendent or authorized designee. Transportation is not provided for parent/guardian-requested administrative transfers. Exceptions will be made by the Superintendent in cases of student homelessness.

Lottery: The process used by ACPS when new student enrollment at a grade level or school exceeds available space. Each student is assigned a random number to determine priority placement.

School Closest to the Student's Residence: Because ACPS transportation resources and utilization impact placement procedures, this is determined by the shortest driving distance (mileage).

Table 1: Enrollment Procedure Deadlines

Enrollment Procedure (Superintendent projects enrollment for following school year (SY) by April 1)	Parent/Guardian Application Deadline by:	ACPS Lottery Held by:	ACPS Notification/ Result to Parent/ Guardian by:
Notification that Administrative Transfer will be Rescinded (for the following SY due to attendance/behavior violations)			May 1
Modified Calendar School (MCS) Program Lottery (if necessary)	June 1	June 15	July 1
Other Designated School Program Lotteries (if necessary)	June 15	July 1	August 1
MCS Kindergarten Lottery (Announced by June 1 if necessary)	N/A	June 15	July 1
TCS Kindergarten Lottery (Announced by June 15 if necessary)	N/A	July 1	July 15

Table 2: Student Placement and Transportation

Placement Type	Transportation Provided for Student & Siblings
Capacity Reassignment	Yes
Programmatic Transfer	Yes
Administrative Transfer	No
Administrative Transfer for Homeless Students	Yes
Citywide Programs for Students with Disabilities	Yes

Established: March 11, 2010

Revised: April 8, 2010

Revised: May 8, 2013

Revised: May 28, 2015
Revised: September 11, 2015
Revised: May 19, 2016

Cross Refs.:	IHB	Class Size
	IHB-R	Regulations Pertaining to Class Size
	JC/JCD	Student Placement
	JCE	Redistricting Implementation
	JCE-R	Redistricting Implementation Regulations
	JED	Student Absences/Excuses/Dismissals
	JHCB	Student Immunizations

TRANSFERS BY STUDENT VICTIMS OF CRIME

Whenever any student who has been the victim of any crime against the person pursuant to Chapter 4 of [Title 18.2 of the Code of Virginia](#), including crimes by mobs, crimes by gangs, terrorism offenses, kidnapping and related offenses, assaults and bodily wounding, robbery, extortion, or other threats including bullying, or sexual assault, and such crime was committed

- by another student attending classes in the school, or
- by any employee of the School Board, or
- by any volunteer, contract worker or other person who regularly performs services in the school, or
- if the crime was committed upon the school property or on any school bus owned or operated by the school division,

the student upon whom the crime was committed shall upon written request from the student's parents/guardians, or the student, if such student is an emancipated minor, be permitted to transfer to another comparable school within the division if available. Any transportation services for such students shall be provided in accordance with School Board policies.

For purposes of this policy, "victim" means any student who has been the victim of a crime against the person pursuant to Chapter 4 ([section 18.2-30 et seq.](#)) of Title 18.2 of the Code of Virginia, and who has suffered physical, psychological, or economic harm as a direct result of the commission of such crime. "Victim" shall also be understood to include a student who has been the subject of bullying, including cyber-bullying.

Adopted: July 10, 1997
Amended: June 15, 2004
Amended: June 11, 2015

Legal Refs: Code of Virginia, §§[22.1-3](#), [22.1-3.3](#)
[20 U.S.C §7912](#)

Cross Refs: JC Student Attendance Areas
JCB Transfers by Students in Persistently Dangerous Schools
EEA Student Transportation Services

**TRANSFERS BY STUDENTS IN
PERSISTENTLY DANGEROUS SCHOOLS**

Any student attending a school that has been designated as a persistently dangerous school by the Virginia Department of Education will be offered the opportunity to transfer to another school in the Division that is not so designated. If there is not another school in the Division to which students may transfer, the Division may explore other appropriate options such as an agreement with a neighboring Division to accept transfer students.

In the event that a student elects to transfer, the transfer may remain in effect as long as the student's original school is identified as persistently dangerous.

Adopted: June 15, 2004
Amended: June 11, 2015

Legal Refs.: 20 U.S.C. §7912

Superintendent's Memo No. 86, Attachment A (May 9, 2003)
(No Child Left Behind Act of 2001 Unsafe School Choice Option Persistently
Dangerous Schools Identification Process and Criteria)

Cross Ref.: JC/JCD Student Placement
JC-R/JCD-R ACPS Student Placement Regulations
JCA Transfers by Student Victims of Crime

CLASSROOM ASSIGNMENTS FOR TWINS

A parent/guardian of twins or higher order multiples in the same grade-level may request that the children be placed in the same classroom or in separate classrooms if they are at the same elementary school. A parent/guardian must request the classroom placement no later than 3 days after the first day of each school year or 3 days after the first day of attendance of the children during a school year. Schools may recommend classroom placement to the parent/guardian.

In the event of a parent/guardian request made in accordance with the preceding paragraph, schools must provide the placement requested by the children's parent/guardian, unless the division Superintendent or designee makes a classroom placement determination following the school principal's request, at the end of the initial grading period, and in consultation with the children's classroom teacher and parent(s)/guardian(s) based upon a determination that the requested classroom placement is disruptive to the school or is harmful to the children's educational progress.

Adopted: June 18, 2009

Amended: June 21, 2012

Amended: June 11, 2015

Legal Refs.: Code of Virginia, as amended, [22.1-79.3F](#)

ENTRANCE AGE/ADMISSION OF PERSONS NOT OF SCHOOL AGE

A child who will reach his or her fifth birthday on or before September 30 of the school year and is otherwise eligible for enrollment in school as specified in Policy JEC: School Admission and Regulation JEC-R may be enrolled in school. The Superintendent shall disseminate information received from the State Superintendent of Public Instruction concerning the ages when children are required or eligible to attend school. This information shall be disseminated to parents of such children upon or prior to enrollment of such children in the public schools of the division.

An individual who resides within the school division and is beyond school age (who has not reached his/her fifth birthday on or before September 30 of the school year or who has reached his or her 20th birthday on or before August 1st of the school year) may, at the discretion of the School Board, be admitted into the division schools. Such individuals may be charged tuition at the discretion of the School Board.

Adopted: December 5, 1996
Amended: June 21, 2001
Amended: June 15, 2006
Amended: December 19, 2013
Amended: June 11, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§[22.1-1](#), [22.1-3](#), [22.1-5](#), [22.1-199](#), [22.1-254](#).

Cross Refs.: JEC School Admission
JEC-R School Admission

SCHOOL ADMISSION

A person of school age (i.e., a person who will have reached his or her 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. 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 a Special Power of Attorney is executed under Title 10, United States Code, §1044b by the custodial parent;
- 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, or (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; or
- When the person is living in the school division not solely for school purposes, as an emancipated minor; or
- When the person has been placed in a foster care placement within the school division by a local social services agency.
 - No person of school age who is the subject of a foster care placement will be charged tuition regardless of whether the child is attending the school in which he/she was enrolled prior to the most recent foster care placement or is attending a school in the receiving school division. Payment arrangements for the child may

be made in accordance with Va. Code [§22.1-3.4](#).

- The sending and receiving school divisions will cooperate in facilitating the enrollment of any child placed in foster care across jurisdictional lines to enhance continuity of instruction. The child will be allowed to continue to attend the school in which he/she is enrolled prior to the most recent foster care placement, upon joint determination of the placing social services agency and the school division that such attendance is in the best interest of the child.
- When the person is living with parent(s) /guardian(s) who move their residence from Alexandria to another school jurisdiction in the Commonwealth, or to the District of Columbia (so long as the District of Columbia grants the same privileges to residents of Alexandria), and who desire that the student continue to attend the student's previously assigned Alexandria City public school for the remainder of the grading period. If such move is made on or after April 1, the student may complete the school year in the previously assigned school on a tuition-free basis. Provision for safe, punctual transit to and from school for a student enrolled under the provisions of this paragraph shall be the responsibility of the parent(s)/guardian of the student.

For purposes of this policy, a person meeting any of the above requirements shall be deemed to reside in the school division if (i) the person lives in housing or temporary shelter that is wholly or partially situated within the Alexandria City school division; or (ii) the person lives in housing or temporary shelter located upon property that is partially situated within the Alexandria City school division and the person or a sibling of the person residing in the same household has attended Alexandria City Public Schools prior to July 1, 1999.

Certain other students may be admitted into the public schools of the division and may be charged tuition in accordance with [§ 22.1-5](#) of the Code of Virginia and pursuant to Alexandria City School Board regulations. Current ACPS employees who reside outside of the City of Alexandria may apply to enroll their children in Alexandria City Public Schools on a reduced rate or tuition-free basis.

On an annual basis the Superintendent shall determine the number of Non-Resident Employee Transfers that can be made available to children of non-City resident employees and the locations of those Transfers based on school and division enrollment capacity.

No child of a person on active military duty attending a school free of charge in accordance with this policy shall be charged tuition by the school division upon such child's relocation to military housing located in another school division in the Commonwealth, pursuant to order received by such child's parent to relocate to base housing and forfeit his/her military housing allowance. Such child shall be allowed to continue attending school in the school division and shall not be charged tuition for attending such school. Such child shall be counted in the average daily membership of the school division in which he/she is enrolled. The school division in which such child is enrolled subsequent to relocation to base housing shall not be responsible for providing for their transportation to and from school.

ADDITIONAL ADMISSION REQUIREMENTS

- A. Except as otherwise provided below, no student shall be admitted for the first time to any public school in any school division in Virginia unless the person enrolling the pupil

presents, upon admission, a certified copy of the pupil's birth record. The Principal or designee shall record the official state birth number from the pupil's birth record into the pupil's permanent school record and may retain a copy in the pupil's permanent school record. If a certified copy of the pupil's birth record cannot be obtained, the person so enrolling the pupil shall submit an affidavit setting forth the pupil's age and explaining the inability to present a certified copy of the birth record. If the school division cannot ascertain a child's age because of lack of a birth certificate, the child shall nonetheless be admitted into the public schools if the division superintendent determines that the person submitting the affidavit presents information sufficient to estimate with reasonable certainty the age of such child.

- B. If the student seeking enrollment is homeless as defined in [§ 22.1-3](#) of the Code of Virginia, the school shall immediately enroll such student in accordance with policy JECA, even if such student is unable to produce the records required for enrollment, and shall immediately contact the school last attended by the student to obtain relevant academic and other records, and comply with other provisions of federal and state law, including immediately referring the parent of the student or the youth to the local school division liaison, who shall assist in obtaining the records necessary for enrollment.
- C. If a certified copy of the birth record is not provided, the administration shall immediately notify the local law enforcement agency. The notice to the local law enforcement agency shall include copies of the submitted proof of the pupil's identity and age and affidavit explaining the inability to produce a certified copy of the birth record.
- D. Within 14 days after enrolling a transfer student, the administration shall request documentation that a certified copy of the pupil's birth record was presented when the pupil was enrolled in the former school.
- E. The School Board assigns a unique student identification number, determined in accordance with a system developed by the Virginia Department of Education, to each student enrolled in the division. No student identification number includes or is derived from the student's social security number. Each student retains the student's identification number for as long as the student is enrolled in a public elementary or secondary school in Virginia.
- F. Tuition rates are established each year in accordance with the provisions of [§22.1-5](#) of the Code of Virginia.
- G. Prior to admission to the Alexandria City school division, the parent, guardian, or other person having control or charge of the child shall provide, upon registration:
 - a. a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or another state for an offense in violation of school board policies relating to weapons, alcohol, or drugs, or for the willful infliction of injury to another person. This document shall be maintained as a part of the student's scholastic record; and
 - b. a sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of Va. Code [§16.1-260](#) or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories. This document shall be maintained by the Superintendent and by any others to whom he disseminates it, separately from all other records concerning the student. However, if the school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delin-

quency or conviction for an offense listed in subsection G of [§16.1-260](#), the notice shall become a part of the student's disciplinary record.

When the child is registered as a result of a foster care placement, the information required under this subsection must be furnished by the local social services agency or licensed child-placing agency that made the placement.

- H. A student, who has been expelled or suspended for more than thirty days from attendance at school by a School Board or a private school in Virginia or another state or for whom admission has been withdrawn by a private school in Virginia or another state, may be excluded from attendance in the Alexandria City school division regardless of whether such student has been admitted to another school division or private school in Virginia or in another state subsequent to such expulsion, suspension, or withdrawal of admission upon a finding that the student presents danger to the other students or staff of the school division after (i) written notice to the student and his/her parent/guardian that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student or his/her parent/guardian to participate in a hearing to be conducted by the Superintendent or designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the Superintendent or designee; and the decision has been to exclude the student from attendance. In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of the suspension. The student or his/her parent/guardian may file for a written petition for review with the School Board within 15 days of notice of the decision of the Superintendent or designee. If the School Board grants a review of the record, the decision of the Superintendent or designee may be altered.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board, committee thereof, or Superintendent or designee, as the case may be, at the relevant hearing, the student may petition the School Board for readmission. If the petition for readmission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may petition the School Board for readmission.

For the purposes of this section, the Superintendent's designee shall be a (i) trained hearing officer or (ii) professional employee within the administrative offices of the school division who reports directly to the Superintendent and who is not a school-based instructional or administrative employee.

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

- I. This policy does not preclude contractual arrangements between the Alexandria City School Board and agencies of the federal government or the school board of another jurisdiction to permit students not otherwise eligible to attend Alexandria City Public Schools.
- J. Prior to admission, the student must document compliance with, or eligibility for exemption from, the physical examination and immunization requirements contained in sec-

tions [22.1-270](#), [22.1-271.2](#) and [32.1-46](#) of the Code of Virginia and policies JHCA and JHCB.

If the person enrolling a child who has been placed in foster care by a local social services agency is unable to produce a report of a comprehensive physical examination and/or proof of immunization, the student shall be immediately enrolled; however, the person enrolling the child shall provide a written statement that, to the best of his/her knowledge, the student is in good health and is free from communicable or contagious disease. In addition, the placing social service agency shall obtain and produce the required documents or otherwise ensure compliance with the statutory requirements for the foster child within 30 days after the child's enrollment.

PLACEMENT

A child who has reached his/her sixth birthday on or before September 30 of any school year may attend grade one in the Alexandria City Public Schools upon promotion from kindergarten. A parent or guardian of a child who reaches his/her sixth birthday after September 30 of the school year but on or before December 31 and who attended kindergarten in a school setting outside Alexandria City Public Schools may petition the principal of the school which the child would attend. The principal will place the child in grade one conditional upon a six-week observation period to determine if grade one is an appropriate placement for the child. The grade one teacher will be responsible for documenting behaviors during the observational period and will recommend to the principal that the child is appropriately or inappropriately placed in the grade one classroom. The final decision on the child's grade one placement will rest with the principal of the school.

A child who has reached his/her sixth birthday on or before September 30 and who has not attended a kindergarten program, may attend grade one with a possible observation period as described above to determine appropriate grade level placement for the child.

Adopted: December 5, 1996
Amended: July 10, 1997
Amended: June 23, 1999
Amended: June 21, 2001
Amended: June 19, 2003
Amended: May 6, 2004
Amended: June 15, 2004
Amended: July 1, 2005
Amended: June 15, 2006
Amended: June 26, 2007
Amended: July 1, 2011
Amended: June 21, 2012
Amended: August 23, 2013
Amended: June 18, 2015

Legal Refs: Code of Virginia, 1950, as amended, §§ [22.1-1](#), [22.1-3](#), [22.1-3.1](#), [22.1-3.4](#), [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](#), and [63.2-1200](#).

Cross Refs:	JECA	Admission of Homeless Students
	JHCA	Physical Examinations
	JHCB	Immunization of Students
	JGGD/JGE	Student Suspension/Expulsion

SCHOOL ADMISSION REGULATIONS

No person shall be charged tuition for admission or enrollment in the Alexandria City Public Schools (ACPS), whether on a full-time or part-time basis, who is eligible for admission under Policies JEC or JECA. School officials may not inquire into the student's citizenship or visa status in determining eligibility for tuition-free enrollment in the school division.

However, the school division may admit and charge tuition to a student who:

- A. Is a resident of the school division but not of school age;
- B. Is of school age and not a resident of Virginia but is temporarily living with a non-parent who resides within the school division, except as otherwise provided by law;
- C. Is of school age and resides beyond the boundaries of Virginia but near thereto in a state or the District of Columbia, which grants equal attendance privileges to residents of the Commonwealth;
- D. Is of school age and attending a school in the Division pursuant to a foreign student exchange program approved by the School Board;
- E. Is a resident of the Commonwealth but not of the school division, except as provided in Policy JEC;
- F. Is of school age and was enrolled in a public school within the Division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to his/her parents/guardians to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or
- G. Is of school age and residing within the school division and is enrolled in summer programs other than remediation required under §22.1-253:13.1, or is enrolled in local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation.

Eligibility for consideration does not signify acceptance of the admission application of a student. Each application for admission will be considered on an individual basis. The residency of persons in the above categories who reside in housing or temporary shelter, or on property located in multiple jurisdictions, shall be determined in the manner set forth in Policy JEC.

Foreign students with an F-1 immigration status or who obtain F-1 student visas shall not be admitted in the Division's elementary schools or publicly funded adult education programs. Such students may be admitted, for a period of up to twelve (12) months, in the Division's secondary schools only if they pre-pay the full, unsubsidized per capita cost of the education.

Procedure for Admission

The following procedure shall be followed for application and review of applications for admission of students.

A parent or guardian of a student shall apply for admission on behalf of his/her child by completing the school division application. The application form shall contain information and agreements including, but not limited to:

- the current legal residence of the child and the school division in which he/she is currently enrolled;
- the child's unique student identification number, if applicable;
- the basis for requesting admission;
- the specific building and grade-level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the Division; and
- the agreement that the student is subject to all policies, regulations, and guidelines of the school division, including the Code of Student Conduct.

Within fifteen (15) calendar days of receipt of the complete application and required documentation, ACPS shall provide the applicants with written notification of the approval or denial of the application. If the student is to be admitted, the Superintendent shall recommend the admission to the School Board, and ACPS shall notify the school division previously attended by the student to make necessary arrangements for the transfer of student records. The notification of admission shall state the period for which the student is accepted, or any subsequent condition that could cause the acceptance to be terminated.

If the application is denied, ACPS shall notify the parent or guardian of the right to have the transfer reviewed by sending a written request to the Superintendent or designee within seven (7) calendar days. Applications denied based upon the student's suspension, expulsion, or withdrawal of admission shall be reviewed as provided in Policy JEC. For all other denials of admission, the Superintendent or designee shall respond in writing to the request for review within ten (10) calendar days. If the request is denied, the Superintendent or designee shall notify the parent/guardian of the right to petition the School Board, upon five (5) calendar days' prior notice, for review of the decision and to have a hearing before the Board at its next regular meeting. Following the hearing by the Board, a final decision shall be promptly communicated to the parent/guardian in writing. If review is not requested within the timelines specified, the recommended denial of the request for admission shall be submitted to the Board at its next regular meeting.

Definition of Residency

A bona fide residence is one's actual or true residence, maintained in good faith, and is not a temporary or superficial residence established for convenience or for the purpose of free school attendance in Alexandria City Public Schools.

Documentation of Residency

A parent /legal guardian of a student enrolling in ACPS has the burden of providing the necessary documentation to verify City of Alexandria residency. It is the responsibility of the parent /legal guardian or adult student to notify the school in the event that the student and/or the parent /legal guardian has a residency change. Notification of a residency change should happen within three (3) calendar days.

Proof of Alexandria City Residency –THREE FORMS

Any **ONE** of the following documents must be submitted for verification of residency within the City of Alexandria. Only originals of documents will be accepted (no copies). Supporting documents must be current and where indicated, dated within the past 60 days.

- Lease agreement (current document with dates, legal guardian's signature and address)
- Deed, with a real-estate property tax receipt in the legal guardian's name
- Mortgage contract

and **TWO** supporting documents noting parent's/legal guardian's name and property address:

- Utility bill (water, gas, electric, cable, and/or landline phone)-within the past 60 days
- Current personal Alexandria property tax bill/receipt (vehicle, boat, RV, etc.)
- Mailed letter from a government agency (TANIF, HUD, IRS, etc.)
- Current pay stub (noting Virginia tax withholding) within the past 60 days
- Latest federal/state income tax return (cover page only)
- 2 consecutive bank statements (mailed within the past 60 days)
- Current vehicle registration from the Department of Motor Vehicles (DMV)
- Current homeowner's or renter's insurance policy

Shared Housing Residents

If living in shared housing, a notarized Shared Housing A/B Form will be required with an original copy of the homeowner's mortgage, deed (with a tax bill) or an original copy of the lease for the person with whom the student and parent/legal guardian are living. Additionally, the parent/legal guardian or adult student is required to provide two supporting documents (in the parent's/legal guardian's or adult student's name) as listed above. It is the requirement of the parent/legal guardian or adult student to provide the school with a renewed Shared Housing A/B Form, and supporting documents, within five (5) calendar days of expiration of the previous

form.

Kinship Care

Kinship care is defined as the full-time care, nurturing, and protection of a child by relatives. Kinship care is temporary in nature and is not for educational purposes. A parent /legal guardian of a student enrolling in ACPS has the burden of providing the necessary documentation to verify the student's legal custodian and/or kinship care arrangement. The parent and kinship care guardian must complete the Kinship Care Affidavit (A and B) and attach all supporting documentation. A current Kinship Care Affidavit and supporting documentation must be filled out annually at least 2 weeks prior to the start of school each year. In the event that the student has a change in custody or care, it is the responsibility of the parent/legal guardian to notify the school within thirty (30) calendar days. Separate affidavits are required in instances of multiple students.

Residency Review

ACPS may require, after initial enrollment, updated documentation of residency in the City of Alexandria. In addition to individual verification, ACPS reserves the right to initiate specific grade-level or school-wide residency verification activities. The burden of providing evidence of continued residence within the City of Alexandria is on the parent/legal guardian, adult student or individual acting on behalf of the student.

ACPS may revoke a finding of residency if it becomes aware of evidence showing that a student and/or parent/legal guardian is not a bona fide resident of the City of Alexandria, has changed residency to another locality, or made false statements concerning custody, guardianship or kinship care. Any person(s) who knowingly makes a false statement concerning the residency of a student in ACPS for the purposes of convenience or avoiding tuition charges may be guilty of a Class 4 Misdemeanor, under § 22.1-264.1 of the Code of Virginia. Additionally, they may be held liable to ACPS, as a result of making false statements, for tuition during the time that the student was enrolled. Any decision by a school administrator or the Residency Verification Specialist (RVS) to deny or revoke a finding of residency may be appealed to the Department of Student Services, Alternative Programs and Equity in writing within five (5) calendar days.

Tuition Rate

The tuition rate shall be set by the Superintendent for each academic year.

Transportation

Transportation shall not be furnished to nonresident students except in those cases where:

- agreements between school divisions specify transportation services; or
- federal or state legislation mandates the provision of transportation services.

Established: December 5, 1996

Revised: July 10, 1997

Revised: October 5, 2000
Revised: June 19, 2003
Revised: June 26, 2007
Revised: June 18, 2015
Revised: June 5, 2018
Revised: July 6, 2018

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-5 and 22.1-260.

Cross Refs.: JEC School Admission
JECA Admission of Homeless Children

**PROOF OF CITY OF ALEXANDRIA RESIDENCY
ALEXANDRIA CITY PUBLIC SCHOOLS
1340 Braddock Place
Alexandria, VA 22314
STATEMENT OF PARENT(S)/GUARDIAN(S)**

I hereby affirm that I am residing with _____
(Name of City of Alexandria Resident)

(Address) (Home Phone) (Work Phone)

The names of my children also residing with me at the above address are:

<u>Name(s)</u>	<u>Age(s)</u>	<u>Attending School(s)</u>

Please read and initial the following statements:

- I understand that enrollment of my child(ren) in the Alexandria City Public Schools (ACPS) is based on my statement, and if this statement is false, I understand that I am liable for payment of full tuition for my child(ren). I hereby waive my rights to confidentiality of information relative to my residence and understand that ACPS will use whatever legal means it has at its disposal to verify my residence. Under §22.1-264.1 of the Code of Virginia, any person who knowingly makes a false statement concerning the residency of a child for the purpose of avoiding tuition, shall be guilty of a Class 4 misdemeanor.
- I also agree to notify the principal or designee of any change of residence of myself or my child(ren) within three (3) days of such change.
- I also understand that supporting documentation in my name (i.e. second form of residency verification) is required to be submitted along with this form as noted in School Board Regulation JEC-R (School Admission).

***This form is valid for six months from the date of application. Continued enrollment after such time requires completing a new application and providing appropriate documentation. Failure to do so will result in withdrawal of the named child(ren) from the Alexandria City Public Schools.**

Printed Name of Parent/Guardian (Home Phone) (Work Phone)

Signature *Date

I hereby certify that on this __ day of _____, the above subscribers personally appeared before me and made oath in due form of the law that the foregoing facts are true to the best of their knowledge, information, belief, under penalty of perjury.

SHARED HOUSING: FORM A

My Commission Expires ___/___/___ Notary Public _____

To Be Completed by School Personnel!

Entered date in Power School

Student ID # _____

Submitted copy to Department of Student Services

Please forward copy to sibling(s) school

**PROOF OF CITY OF ALEXANDRIA RESIDENCY
ALEXANDRIA CITY PUBLIC SCHOOLS
1340 Braddock Place
Alexandria, VA 22314
STATEMENT OF CITY OF ALEXANDRIA RESIDENT**

I hereby affirm that I reside at:

Street Address

City State Zip Code

(A copy of the City of Alexandria Resident’s Mortgage, Current Lease Agreement, or Deed with a copy of the current property tax bill must accompany this form.)

Living with me are the adults listed below who have school-age children to be enrolled in Alexandria City Public Schools:

Name(s) of adult(s) residing with me:	Name(s) of their children(s) residing with me:

Please read and initial the following statements:

- I understand that enrollment in the Alexandria City Public Schools (ACPS) of the child(ren) of the adult(s) identified on **FORM A** is based on my statement. If this statement is false, I understand that I am liable for payment of full tuition of the child(ren). Under §22.1-264.1 of the Code of Virginia, any person who knowingly makes a false statement concerning the residency of a child for the purpose of avoiding tuition, shall be guilty of a Class 4 misdemeanor.
- I will notify the principal or designee of any change of residence of the named adult(s) or child(ren) within three (3) days of such change.
- I understand that the adult(s) listed above is/are required to provide supporting documentation in their name (i.e. second form of residency verification) along with this form as noted in School Board Regulation JEC-R (School Admission).

***This form is valid for six months from the date of application or until the named applicant ceases to reside in the City of Alexandria. If the applicant continues to be an Alexandria resident after six months, a new form and supporting documents must be submitted. Failure to do so will result in withdrawal of the named child(ren) from the Alexandria City Public Schools.**

Printed Name of City of Alexandria Resident (Home Phone) (Work Phone)

Signature of City of Alexandria Resident *Date

I hereby certify that on this __ day of _____, the above subscribers personally appeared before me and made oath in due form of the law that the foregoing facts are true to the best of their knowledge, information, belief, under penalty of perjury.

SHARED HOUSING: FORM B

My Commission Expires ___/___/___ Notary Public _____

To Be Completed by School Personnel

___ Entered date in PowerSchool

___ Student ID # _____

___ Submitted copy to Department of Student Services

___ Please forward copy to sibling(s) school

ADMISSION OF CHILDREN WHO ARE HOMELESS

The Alexandria City School Board is committed to educating children and youth who are homeless. Attendance in the Alexandria City Public Schools is free to school-age persons living with a parent, guardian, or person *in loco parentis* (person acting in place of a parent by assuming the responsibility for care and supervision of a child which a parent would ordinarily exercise) in a temporary shelter in the school division, not solely for school purposes. The school division will coordinate the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students and with other school divisions as may be necessary to resolve interdivisional issues.

The Alexandria City Public Schools will serve each student who is homeless according to the student's best interest and:

- continue the student's education in the school of origin for the duration of homelessness if the student becomes homeless between academic years or during an academic year; or
- for the remainder of the academic year if the student becomes permanently housed during an academic year; or
- enroll the student in the same attendance-area public school as the student who is not homeless.

In determining the best interest of the student who is homeless, the Alexandria City Public Schools shall

- to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the student's parents or guardian;
- provide a written explanation, including a statement regarding the right to appeal as described below, to the parent or guardian of the student who is homeless, if the division sends the student to a school other than the school of origin or a school requested by the parent or guardian; and,
- in the case of an unaccompanied youth, ensure that the division's Homeless Liaison assists in placement or enrollment decisions regarding the student, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal described below.

Enrollment

The school selected in accordance with this policy shall immediately enroll the student who is homeless, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization, birth, or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the division's Homeless Liaison, who shall assist in obtaining necessary immunizations, or immunization or medical records.

If the documentation regarding the comprehensive physical examination required by Policy JHCA Physical Examination of Students cannot be furnished for a homeless child or youth, and the person seeking to enroll the pupil furnishes to the school division an affidavit stating that the documentation cannot be provided because of homelessness of the child or youth and also indicating that, to the best of his or her knowledge, such pupil is in good health and free from any communicable or contagious disease, the school division shall immediately refer the student to the division's Homeless Liaison who shall, as soon as practicable, assist in obtaining the necessary physical examination by the county or city health department or other clinic or physician's office and shall immediately admit the pupil to school.

The decision regarding placement shall be made regardless of whether the student lives with homeless parents or has been temporarily placed elsewhere.

Enrollment Disputes

If a dispute arises over school selection or enrollment in the school:

- the student who is homeless shall be immediately admitted to the school in which enrollment is sought and be provided all services for which he or she is eligible, pending resolution of the dispute;
- the parent or guardian of the student shall be provided with written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or student to appeal the decision;
- the student, parent, guardian shall be referred to the division's Homeless Liaison who shall carry out the appeal process as expeditiously as possible after receiving notice of the dispute; and
- in the case of an unaccompanied youth, the Homeless Liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Appeal Process

Oral Complaint

In the event that an unaccompanied student or the parent or guardian of a student (hereinafter referred to as the Complainant) disagrees with a school's decision regarding the student's eligibility to attend the school, the Complainant shall orally present his/her position to the division's Homeless Liaison.

Written Complaint

If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to the Homeless Liaison. The written complaint must include the following information: the date the complaint is given to the Homeless Liaison; a summary of the events surrounding the dispute; the name(s) of the school division personnel involved in the enrollment decision; and the result of the presentation of the oral complaint to the Homeless Liaison. Within five (5) school days after receiving the written complaint, the Homeless Liaison will reach a decision regarding the contested enrollment and shall provide a written statement of that

decision, including the reasons therefore, to the complainant. The liaison will inform the Superintendent of the formal complaint and its resolution.

Appeal to Superintendent

If the Complainant is not satisfied with the written decision of the Homeless Liaison, the Complainant may appeal that decision to the Superintendent by filing a written appeal. The Homeless Liaison shall ensure that the Superintendent receives copies of the written complaint and the response thereto. The Superintendent or designee shall schedule a conference with the Complainant to discuss the complaint. Within five (5) school days of receiving the written appeal, the Superintendent, or designee, shall provide a written decision to the complainant including a statement of the reasons therefore.

Comparable Services

Each student who is homeless shall be provided services comparable to services offered to other students in the school attended by the student who is homeless including the following:

- transportation services
- educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- programs in vocational and technical education;
- programs for gifted and talented students; and
- school nutrition programs.

Transportation

At the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), transportation will be provided for a student who is homeless to and from the school of origin as follows:

- if the homeless child or youth continues to live in the area served by the division in which the school of origin is located, the child's or youth's transportation to and from school of origin shall be provided or arranged by the division in which the school of origin is located.
- if the homeless child's or youth's living arrangements in the area served by the division in which the school of origin is located terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another division, the division of origin and the division in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the divisions are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

Definitions

The term “student who is homeless” means an individual who lacks a fixed, regular, and adequate nighttime residence and includes children and youth, including unaccompanied youths who are not in the physical custody of their parents, who:

- are sharing the housing of other persons due to loss of housing, economic hardship, or other causes; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; or in emergency, congregate, temporary, or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or trains stations, or similar settings; and
- migratory children who qualify as homeless for the purposes of this policy because the children are living in circumstances described above.

The term “migratory child” means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, has moved from one school division to another in order to obtain, or accompany such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing.

The term “school of origin” means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term “unaccompanied youth” includes a youth not in the physical custody of a parent or guardian.

Adopted: December 5, 1996
Amended: July 10, 1997
Amended: October 5, 2000
Amended: June 19, 2003
Amended: June 15, 2004
Amended: December 19, 2013
Amended: June 18, 2015

Legal Refs.: 20 U.S.C. § 6399.
42 U.S.C. §§ 11302, 11431, 11432, 11433.

Code of Virginia, 1950 as amended, §§22.1-3, 22.1-70, 22.1-78, 22.1-253.13:1, 22.1-270.

Superintendent’s Memo No. 64 (Dec. 5, 2003)

Cross Refs.: JEC School Admission
JHCA Physical Examinations of Students

ADMISSION OF NONPUBLIC SCHOOL STUDENTS

Private and home-school students shall not be permitted to enroll part-time or to participate in academic or extracurricular activities in the Alexandria City Public Schools.

Adopted: December 5, 1996

Amended: July 10, 1997

Amended: June 15, 2006

Amended: June 11, 2015

Legal Ref.: Code of Virginia, as amended, §§[22.1-78](#), [22.1-79](#), [22.1-253.13:1](#), [22.1-254.1](#).

1973-74 Ops. VA. Att’y Gen. 305

Cross Refs.: JEC School Admission

CLASS SIZE

Class sizes in the Alexandria City Public Schools, at a minimum, will comply with the [Virginia Standards of Quality](#) (SOQ). The Board recognizes that new forms of school organizations and innovations will govern the number of students assigned to a class. Class sizes should be educationally sound and suited to the needs of the students.

The Superintendent may propose limits for the enrollment of each school in order to keep schools and individual classes at or under capacity to the extent possible, including situations where due to physical space limitations, class size caps will be altered. The Superintendent may propose class size caps in accordance with Regulation IHB-R, which will be reviewed and set annually by the School Board during the budget process. The Superintendent may establish caps for the size of individual schools.

Elementary school capacity is determined by many factors, including the standard elementary program, additional special programs, and the physical configuration of the school.

The number of homeroom sections for each elementary school at each grade level may be proposed by the Superintendent and set during the budget process each spring. The number of sections per grade level will reflect the School Board's commitment to small classes.

Each year by April 1, the Superintendent shall publicly present the projected number of elementary students by school by grade level for the following school year. The Superintendent shall establish procedures to address the possibility of a school exceeding its enrollment limit.

After September 30 of any school year, anytime the number of students in a class exceeds the class size limit established by the Virginia Standards of Quality, the school division will notify the parent of each student in such class no later than 10 days after the date on which the class exceeded the SOQ size limit. The notification shall state the reason that the class size exceeds the SOQ size limit and describe the measures that the school division will take to reduce the class size to comply with this policy.

Adopted: January 9, 1997
Amended: June 1, 2006
Amended: March 11, 2010
Amended: May 19, 2016
Amended: October 27, 2016

Legal Ref: [Code of Virginia, 1950, as amended, §22.1-253.13:2](#)

Cross Ref: IHB-R Regulations Pertaining to Class Size
JC/JCD Student Placement
JC-R/JCD-R Regulations Governing ACPS Student Placement Options

REGULATIONS PERTAINING TO CLASS SIZE

I. Class Size Caps

Class size caps refer to the maximum number of students enrolled in a single classroom and are reviewed and set annually by the School Board during the budget process. Elementary class size caps shall be set at the following:

Kindergarten:	22
Grade One:	24
Grade Two:	24
Grade Three:	26
Grade Four:	26
Grade Five:	26

At the middle and high school levels, the Virginia Standards of Quality establish student to teacher ratios instead of class size caps. The School Board complies with these ratios, codified in the [Code of Virginia, 1950, as amended, § 22.1-253.13:2](#).

II. Special Conditions:

A. Exceeding Class Size Caps

Because the Code of Virginia allows larger elementary class size caps than those established by ACPS, these caps may be exceeded slightly under the special conditions listed below. However, they may not exceed the student to teacher ratios set in the Code of Virginia.

1. Siblings of current students will be allowed to enroll in the school that their sibling attends even if class size caps are exceeded.
2. ACPS recognizes the contributions made by military service personnel and will work to accommodate military children as provided in the [Interstate Compact on Educational Opportunity for Military Children](#) (Va. Code [§ 22.1-360](#)). This will include placement at schools previously attended by a student prior to a change of station or in the boundary school where the military family may reside, even if class size caps are exceeded.
3. Under special circumstances involving student health, safety and security, the Superintendent may authorize exceeding the cap.

B. Limiting Class Size Caps

1. In keeping with Policy IHB, based upon a review of school enrollment, physical classroom capacity, and the school's or classroom's programmatic needs, the Superintendent may authorize reductions in class size at individual schools as needed.

Established: April 11, 2013

Revised: May 19, 2016

Legal Ref: [Code of Virginia, 1950, as amended, § 22.1-253.13:2](#)
[Interstate Compact on Educational Opportunity for Military Children,](#)
Code of Virginia, 1950, as amended, [§ 22.1-360](#)

Cross Ref: IHB Class Size
 JC/JCD Student Placement
 JC-R/JCD-R Regulations Governing ACPS Student Placement Options

REDISTRICTING IMPLEMENTATION

Alexandria City Public Schools is committed to enabling students to attend their boundary school with equitable access to instructional programs and services. The redistribution of elementary students to schools based on established boundaries is critical to achieving this goal. To the extent possible, the transition of students from one school to another shall be implemented in a manner that addresses capacity and provides a transition option to families.

Upon School Board approval of newly established elementary attendance zones, students will attend their newly zoned boundary school unless they meet the criteria outlined in [Regulation JCE-R](#).

ACPS will engage in a boundary analysis every five years and/or when new schools, facilities, or programs are added that affect student assignment and capacity. As a part of this analysis, capacity, utilization and other factors will be reviewed.

Adopted: January 19, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ [22.1-78](#), [22.1-79](#)

Cross Refs.:	BBA	School Board Powers and Duties
	BCE	School Board Committees
	IGBA	Programs for Students with Disabilities
	IGBJ	Academic Excellence and Educational Equity
	IHB	Class Size
	IHB-R	Regulations Pertaining to Class Size
	JBA	Section 504 Nondiscrimination Policy and Hearings Procedures
	JBA-R	Procedures for Section 504 Impartial Hearings
	JC/JCD	Student Placement
	JC-R/JCD-R	Regulations Governing ACPS Student Placement Options
	JCA	Transfers by Student Victims of Crime
	JCB	Transfers by Students in Persistently Dangerous Schools
	JCE-R	Redistricting Implementation Regulations
	JCJ	Classroom Assignments for Twins
	JECA	Admission of Homeless Children
	KC	Community Involvement in Decision Making

REDISTRICTING IMPLEMENTATION REGULATIONS

I. Rising 4th and 5th Grade Student Exemption

Rising 4th and 5th grade students, including students who are currently attending a school other than their boundary school due to a capacity reassignment, may choose to stay at their current school if they are re-zoned to a new boundary school. Currently enrolled siblings of a rising 4th grade student will be allowed to remain at that school for the next two school years only. Currently enrolled siblings of a rising 5th grade student will be allowed to remain at that school for the following school year only. Alternatively, the parents/guardians of rising 4th and 5th grade students may opt to place one or all of their children in the newly zoned school without delay.

Families wishing to take advantage of the exemption for rising 4th and 5th grade students and their siblings should notify their current school by January 15th, 2018. Rising 4th and 5th grade students and their siblings will be assigned to their new school unless a Notice of Intent to Return form is received by January 15th, 2018.

According to this policy, students who are permitted to stay in their current school for the following year or two years will be eligible for school division transportation services until the end of the following year or two years only, when they will be transferred to their newly zoned school.

II. Other Exemptions

A. Programmatic Exemption

Designated school programs are the dual-language program, the K-8 program, and the modified calendar program.

Students attending schools that offer dual-language programs who are not in that program will attend their newly zoned boundary school.

Students currently enrolled in a dual-language program will be allowed to continue in the program until its completion. Given the sequential nature of the program and its alignment with instructional program requirements, students typically enter the dual-language program at kindergarten or first grade. Any student seeking admission to the dual-language program during grades 2-5 will be reviewed on a case by case basis to ensure the student can fully access and participate in the appropriate grade level dual-language curriculum.

Students currently enrolled in a modified calendar or K-8 school who are re-zoned from their existing school to one within a new boundary will be allowed to remain in their current school. However, parents/guardians may choose to place their student(s) in the newly zoned school.

Students who have opted out of a dual-language or modified calendar program and are currently attending a traditional school outside of their attendance zone via programmatic transfer will be allowed to remain at their current school. For students whose newly zoned school remains entirely dual-language or modified calendar, transportation will be provided. If their newly zoned school is a traditional school but the student chooses to remain at his/her current school, transportation will not be provided.

Enrolled siblings of current students who have received programmatic transfers will be allowed to attend the sibling's school even if class size caps are exceeded.

B. Administrative Transfers

Students with previously approved administrative transfers will be allowed to remain at their current school. However, parents/guardians may choose to place their student(s) in their newly zoned school. Siblings of current students who have received administrative transfers will be allowed to attend the sibling's school even if class size caps are exceeded.

Consistent with [Policy JC/JCD: Student Placement](#), transportation is not provided for parent/guardian-requested administrative transfers. In rare circumstances, transportation may be provided after extensive review by the Superintendent or designee.

III. Redistricting Implementation Transfer

For the 2017-18 school year, a redistricting implementation transfer application process will be available. These transfers are offered to families who have been rezoned and would like their child(ren) to begin attending the newly zoned school prior to full redistricting implementation. Transfers will be reviewed and approved based on available capacity at that grade level. For these transfers, transportation will be provided for students who meet the requirements for transportation, in accordance with Policy EEA.

IV. Capacity Reassignments/Modified Open Enrollment (MOE)

Students who are presently attending a school other than their boundary school due to a capacity reassignment, and who have not been identified in Section I above, will attend their newly zoned boundary school.

V. Citywide Programs for Students with Disabilities

In accordance with the Administrative Code of Virginia, IEP teams will determine placement for students with disabilities in conformity with the least restrictive environment provisions of [8VAC20-81-130](#). In addition, students enrolled in a citywide Specialized Instruction program resulting from IEP Team placement are not affected by this policy. These include programs for students with emotional disabilities (ED), intellectual disabilities (ID), multiple disabilities

(MD), programs for students with autism (AUT), and early childhood special education (ECSE) programs.

V. Military Children

In keeping with [Regulation JC-R/JCD-R](#), placements for military children are not subject to this policy.

Established: January 19, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79

8VAC20-81-130

Cross Refs.:	BBA	School Board Powers and Duties
	BCE	School Board Committees
	EEA	Student Transportation Services
	IGBA	Programs for Students with Disabilities
	IGBJ	Academic Excellence and Educational Equity
	IHB	Class Size
	IHB-R	Regulations Pertaining to Class Size
	JBA	Section 504 Nondiscrimination Policy and Hearings Procedures
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