

STUDENTS

School Attendance Areas

I. School Attendance Areas

Attendance areas shall be established for each school by the Prince William County School Board. These attendance areas shall be established in a manner that best meets the needs of the students in the county. Students shall be expected to attend the appropriate school for their attendance area.

Attendance areas shall also be established for each designated site program that serves more than one school. These programs include specialty programs, career and technical education programs, and designated Junior Reserve Officer Training Corps (JROTC) programs. In instances where one such program exists, the entire county shall be the attendance area. In other instances, where two or more programs have been established, attendance areas for those programs shall be established. All such programs shall be considered designated site programs within the context of this regulation.

II. Criteria for Transfers

A. General Transfer Criteria

1. All transfer criteria shall be subject to change by specific School Board action. If the School Board alters school attendance areas, only those students designated by the Board shall be allowed to remain in the original school. Transfers shall not be made in violation of federal or state guidelines concerning racial balance or special regulations.
2. Transfers based on any reason(s) other than sequence of courses or program or designated site program shall not be approved by the receiving principal after April 30 for the upcoming year; however, students new to Prince William County Schools shall have 30 days from their move-in date to apply for transfers based on individual student needs as defined in Section II. B. of this regulation. Extracurricular activities shall not be valid reasons for transfer.
3. The transportation of students to schools other than their assigned schools shall be the responsibility of the parent/guardian. Transportation shall be furnished only within School Board designated attendance areas or within

designated site program attendance areas. Each year the Associate Superintendent for Finance and Support Services shall determine and publish the level of transportation provided for each designated site program.

4. All placements of students outside their regular base school shall be for a period of one year or until the end of the current school year, whichever occurs first. Renewal of such placement shall be made by the receiving school principal upon validation of need or for continuing participation in a designated site program.
5. Students found to be enrolled in a school to which they are not assigned either by residency or by approved transfer shall be reassigned immediately to their base school. Student allocation is to accompany the student to the base school.
6. The acceptance of students who are legal residents of other school divisions shall be subject to Prince William County School Board Policy 346, Tuition, and Regulation 346-1, Tuition.

B. Criteria for Transfers for Individual Student Needs

Extenuating circumstances, excluding personal preferences, may require that students attend a school outside their attendance area. If this need exists, a parent or guardian may complete the Student Transfer Request asking that a student be allowed to transfer to another school attendance area. The principal of the receiving school, with the knowledge of the base school principal, shall make the decision as to approval/non-approval of a Student Transfer Request in accordance with the indicated criteria for transfers.

Students who are granted approval to transfer to a school outside their established attendance area shall be ineligible to participate in Virginia High School League (VHSL)-sponsored activities for one year. If a student transfers within a school year, the student shall be ineligible to participate in VHSL-sponsored activities during the remainder of that year and the following year. The Superintendent may grant a waiver to the VHSL transfer rule based on the welfare of the student and/or School Division and not for athletic and/or activity purposes. (VHSL Handbook, Transfer Rule 28-6-1.)

If the receiving school is not closed to transfers, consideration shall be given to the transfer of students from the attendance area in Prince William County in which the student lives to another attendance area for the following reasons:

1. To accommodate the parents/guardians of elementary and middle school children when both parents are employed full-time outside of the home and when it is necessary for someone in a different school attendance area to care for the student before and/or after school. The parent/legal guardian and child care provider shall reside in Prince William County, and the child care provider's residence and/or day care center must be located within the attendance area of the receiving school. It shall be the responsibility of the receiving school principal to ensure that (a) the child care provider is located within the school's attendance area, and (b) the child is actually under the supervision of the child care provider as stated on the Student Transfer Request.
2. To allow students to complete their senior year (12th grade) in the school in which they have been in attendance during the preceding school year. This provision shall not apply to students who have transferred to a school for a designated site program and have withdrawn or been dismissed from that program (see C.2.c.).
3. To permit students to complete the year in the school in which they began the school year when a family move takes place within Prince William County.
4. To allow students to transfer to a school based upon an anticipated change of residence. Student transfer requests based upon an anticipated change of residence within Prince William County shall be considered only under the following conditions:
 - (a) The Student Transfer Request is submitted to the base school and to the receiving school.
 - (b) A copy of a valid rental, purchase, or lease contract listing the new residence address and date of occupancy accompanies the Student Transfer Request.

(c) The move-in date falls within the first 30 school days of the semester in which the transfer is sought.

5. To meet the specific health needs of the student. Supporting medical information that addresses the medical problem and specifies the manner in which a transfer to a particular school shall remediate the student's medical condition must be submitted as a part of a request for transfer for medical reasons. The transfer shall not be granted/denied prior to receipt of a professional opinion. The Student Transfer Request Addendum (Attachment I) shall be completed by the attending physician.
6. To address specific emotional needs of the student. Supporting information from a clinical psychologist or psychiatrist that addresses the emotional problem and specifies the manner in which a transfer to a particular school shall remediate the student's psychological difficulties shall be submitted as part of a request for a transfer for psychological reasons. The Student Transfer Request Addendum (Attachment I) shall be completed by the attending psychiatrist or clinical psychologist.
7. To meet the specific adjustive needs of a student. The opinions of parent and teacher, and if appropriate, the special education or gifted education departments, shall be duly considered in determining the specific student adjustive needs. Parents may also provide other documentation for due consideration. Special approval requests shall be reviewed with the appropriate level associate superintendent.
8. To allow a student to transfer who has been the victim of a violent crime by another student attending classes in the school, or by any employee of the School Division, or by a volunteer, contract worker or other person who regularly performs services in the school, or if the crime was committed upon school property, or on a school bus owned or operated by the School Division.

C. Criteria for Designated Site Program Transfers

1. Students who transfer for a designated site program are considered to be completing a transfer process, but they are transferring within the attendance area established for the program. These students shall be transferring for a sequence of courses or a program that is not offered in

the base school. Students enrolled in specialty programs shall be considered to be taking such a sequence of courses or program. Transfers based on taking a single course shall not be approved.

2. Students who transfer to a school to participate in a designated site program must meet eligibility requirements to be eligible for VHSL-sponsored activities for athletics/activity participation. The transfer shall occur when the student enters the program. The student shall meet full participation requirements for the program in order to retain eligibility.
 - (a) Students who enter such programs as rising ninth graders are eligible to participate in VHSL-sponsored activities. Parents of students who enter such programs as tenth or eleventh graders must request a waiver in writing in order for the student to participate in VHSL-sponsored activities. Twelfth grade students shall not be permitted to transfer for such specialty programs without specific permission from the appropriate level associate superintendent.
 - (b) Students who enroll in one designated site program and subsequently request a transfer to a different designated site program will be eligible to request a waiver for eligibility for such transfer for one time only. Any additional transfer requests for designated site programs will not be considered for a waiver and the student will be ineligible for 365 days from the date of the transfer.
 - (c) If a student withdraws or is dismissed by the program director from the designated site program, once the withdrawal procedure is completed, the student shall return to his or her base school.
 - (d) If a student withdraws from the designated site program on or before October 15, the student shall be ineligible for participation in VHSL-sponsored activities for the remainder of the first semester, but eligible for participation for the second semester. If a student withdraws from the designated site program after October 15, but before the end of the first semester, the student shall be ineligible for participation for the remainder of that school year. Eligibility shall be restored at the base school at the beginning of the fall season of the next school year.

- (e) If the student withdraws during the second semester of a school year, the student shall be ineligible for the next fall semester. If a student withdraws from the designated site program after one school year, the student shall return to his or her base school and will be ineligible for one year.
- 3. Those students residing in Prince William County on or before January 1 of the academic year preceding the school year for which the transfer is sought, shall not have transfers based on a sequence of courses considered a designated site program approved after April 30 for the upcoming school year.
- 4. Students who entered Prince William County after January 1 may apply for specialty programs, special career and technical education programs, or designated JROTC programs within 60 calendar days after the date of their registration in the School Division. These transfer requests shall be approved or disapproved within 30 days following the receipt of the application. Such transfer requests based on a sequence of courses or a program, including a specialty program, shall be approved on a space available basis until September 30.
- 5. A Student Transfer Request shall be completed for all transfers for designated site programs.

III. Transfer Procedures

- A. Beginning January 1, and prior to April 30, requests for transfer for the upcoming school year shall be initiated only by the parent(s) or guardian(s) or by the student if he or she is eighteen years of age or older. The person requesting the transfer shall first notify the principal of the student's base school through completion of a Student Transfer Request (#61582450547G). The principal shall be informed of the reason the parent(s) or guardian(s) believe the transfer is necessary. This enables the principal and the parent(s) or guardian(s) to discuss problems that may be corrected to remove the need for a transfer. Unless specifically exempted from the requirement to have the sending and receiving principals sign the Student Transfer Request as defined in the following paragraph of this regulation, all transfer requests must be signed by both the sending and receiving principals and the parent notified of approval or disapproval by April 30. Transfer requests not signed by both principals shall be reviewed by the Supervisor of Secondary

Counseling and Student Support Services or the Supervisor of Elementary Counseling and Related Services.

The only exceptions to first gaining the approval of the base school principal prior to granting a student permission to attend a school other than the base school shall be in the case of a student who transferred based upon an individual student need (as described in Section II.B.5-8) remaining at the school he/she has attended previously on a transfer basis and in the case of child care requests. It remains the responsibility of the receiving school to confirm the validity of child care requests. Only the receiving principal needs to approve these two categories of transfers.

- B. After the base school principal signs the Student Transfer Request, the receiving principal must verify the accuracy and validity of the transfer request and indicate approval or non-approval. If approved by the receiving principal, the student shall be allowed to enroll in the receiving school upon evidence of proper approval and withdrawal from the student's base school.
- C. The receiving school shall be responsible for entering the appropriate School Administrative Student Information (SASIXp) transfer codes into the computer. If a student is currently enrolled in a designated site program and plans to remain in that program for the following academic year, the student records, both electronic and paper, remain at the designated site program. Prior to December 15, the receiving school shall use the "next school field" to maintain the student's electronic records in the current school.
- D. The white copy of the Student Transfer Request shall be sent to the Office of Student Services for record-keeping after final action by the schools.
- E. In certain cases, it may be advisable for the receiving principal and Office of Student Services staff to confer regarding a transfer request. This shall occur before the receiving principal signs the transfer form.
- F. Due to overcrowding, it may be necessary to deny transfer requests for certain schools. This denial may involve a particular grade level or the entire school. The criteria for denying transfer requests due to lack of space shall be based upon the following criteria:

1. When the student/teacher ratio exceeds the established ratio, the principal shall recommend to the level associate superintendent closure of that grade level or the entire school to transfer students.
 2. The student housing report shall be reviewed by the appropriate level associate superintendent by March 1 of each year. If it appears that any school may be closed to transfers for the upcoming school year, the principal of the affected school shall send a letter to the parent/guardian of every transfer student in his or her building advising them of possible transfer denial for the upcoming year due to space limitations. Based on student housing projections, the appropriate level associate superintendent shall make a final decision by April 1 whether any school shall be closed to transfers for the upcoming year.
 3. This section shall not apply to students already in attendance at the school for a designated site program.
 4. At any time, the principal of a school that exceeds its building capacity shall recommend that the school be closed to any additional transfers.
- G. If the number of specialty program applicants who are transfer students shall result in a school site exceeding its building capacity, a lottery among qualified transfer applicants shall be held following February 15 but before March 15.
- Students who are not selected through the lottery process shall be placed on a waiting list and admitted to the program as space becomes available. Students who move into the school division following January 1 and who do not apply for a program before February 15 shall be admitted to specialty programs only on a space-available basis (see II.C.4.).
- H. A transfer to another school is considered a privilege. Therefore, all transfer students shall comply with the Prince William County Public Schools' "Code of Behavior" and any other contractual agreements or specialty program requirements designated by the principal of the receiving school. If a principal disapproves a transfer request for the following school year based on student behavior issues, such as conduct, attendance or tardies, the parent shall be notified no later than April 30 of the preceding school year.

- I. If a request for transfer is denied, the parent(s) or guardian(s) and/or student(s) shall have the opportunity to appeal the decision. The appeal request shall be in writing to the principal of the school who shall forward the appeal to the Supervisor of Elementary Counseling and Related Services or the Supervisor of Secondary Counseling and Student Support Services in the Office of Student Services by May 15. Decisions of the Supervisor of Elementary Counseling and Related Services or the Supervisor of Secondary Counseling and Student Support Services may be appealed in writing to the Director for the Office of Student Services by June 30. The Director for the Office of Student Services shall review the case, collaborate with the Superintendent's office, and approve or deny the transfer appeal request. The decision of the Director for the Office of Student Services is final.
- J. The transfer process timeline for students residing in Prince William County on January 1 shall be as follows:
- | | |
|-----------|--|
| January 1 | Transfer process for upcoming school year begins. |
| April 30 | Deadline for receiving school principal to notify parents of approval or disapproval of student transfer requests.

Deadline for principals to rescind or disapprove a transfer request for the following year based on student behavior issues. |
| May 15 | Deadline for submission of written parent appeal to Supervisor of Elementary Counseling and Related Services or Supervisor of Secondary Counseling and Student Support Services. |
| June 30 | Deadline for submission of final written appeal to Director for the Office of Student Services. |

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2012.

STUDENT TRANSFER REQUEST ADDENDUM
(To Be Completed by Physician, Psychiatrist, or Clinical Psychologist)

Student's Name: _____ School Year: _____

Address: _____

Assigned School: _____

The above-named student has requested a transfer of schools based on a physical or psychological reason. Please assist staff in making a determination by completing the questions below as applicable to this student, providing sufficient details to allow staff to make a decision. A medically-related transfer shall not be considered unless this form accompanies the transfer request.

1. Problem as described by student and/or parent. _____

2. Professional diagnosis of problem. _____

3. How long have you treated this student for the diagnosed problem? _____

4. Do you believe that a transfer of schools is essential to the well-being of this student? If yes, please state your reasons as to how a transfer of schools shall help remediate the diagnosed problem above. _____

Name of physician, psychiatrist, clinical psychologist: _____ (please print)

Address _____

Telephone Number _____ FAX Number _____

Signature _____ Date _____

The parent has signed a release for you to consult with the Office of Student Services staff to discuss information presented on this form. Yes _____ No _____