

## STUDENTS

### Student Transfers – High School

#### I. School Attendance Areas

Students are expected to attend the assigned school for their attendance area. Attendance areas shall be established for each school by the Prince William County School Board.

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 School Division 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 General Transfer Request

A transfer request is the process by which a Prince William County resident requests permission for a student to attend a school other than the base/zoned school established by the Prince William County School Board for that student. Transfer requests for the upcoming school year shall be initiated only by the parent(s)/guardian(s), or by the student if he or she is 18 years of age or older. 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 laws, regulations or guidelines concerning racial balance or other legal requirements. Eligibility for Virginia High School League (VHSL) activities does not automatically occur when a student transfers from his/her base school. (Please see VHSL eligibility discussed in Section V.)

- A. Transfer request provisions apply to residents of Prince William County only.
- B. The Student Transfer Request Form (Attachment I) must be completed and signed within the stated timelines in this regulation (Attachment III).
- C. Parent(s)/guardian(s) may also access a writeable Student Transfer Request Form on the PWCS Web site.

- D. It is the responsibility of the parent(s)/guardian(s) to notify the school immediately when there is a change in residency. When this does not occur and students are found to be enrolled in a school to which they are not assigned either by residency or by approved transfer, the student shall be reassigned to his or her base/zoned school.
- E. A transfer to another school is considered a privilege, and not a right. 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 requested school.
- F. A principal may disapprove a request for the next school year based on student conduct, attendance, or continued tardiness after the school has initiated contact with the family and interventions have been implemented to address these issues. The parent(s)/guardian(s) shall be notified no later than May 15 of the current school year if the transfer request has been disapproved. If necessary, principals may extend this date to the end of the school year. Students shall not be returned to their base/zoned schools during the school year without the approval of the Level Associate Superintendent.
- G. All placements of students outside their regular base/zoned school shall be for a period of one school year or until the end of the current school year, whichever occurs first. Parent(s)/guardian(s) must apply for renewal of a transfer each school year although a separate transfer form is not submitted for a site specific program after the first year. Renewal of such placement shall be made by the requested school principal upon validation of need or for continuing participation in a designated site program.
- H. Transfer requests based on any reason(s) other than a sequence of courses or program or designated site program will not be approved by the base/zoned school principal or the principal of the requested school after April 30 for the upcoming year; however, students new to Prince William County Public Schools (PWCS) shall have 30 days from their move-in date to apply for transfers based on individual student needs as defined in Section IV, Extenuating Transfer Criteria, of this regulation. Extracurricular activities shall not be considered valid reasons for transfer.
- I. The transportation of students to schools other than their assigned schools shall be the responsibility of the parent(s)/guardian(s). 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.

- J. The acceptance of students who are bona fide residents of other school divisions shall be subject to Prince William County School Board Policy 346, "Tuition" and Regulation 346-1, "Tuition."
- K. Transfer requests based on parental employment in PWCS do not apply to designated site programs (including all specialty programs) or schools closed to transfers.
- L. Beginning in the 2012-13 school year, transfer requests based on parental/guardian employment (employees working 37.5 hours or more per week), in PWCS will be allowed if the school is not closed to transfers. Employees who are PWC residents may request transfers based on parental employment at their work location only. Please refer to PWCS Human Resources Regulation 561.01-2, "Children of Staff in School Division Building" for specific guidelines.

### III. Criteria for Transfers for Designated Site Programs

- A. 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 are transferring for a sequence of courses or a program that is not offered in the base/zoned school. Students enrolled in designated site programs shall be considered to be taking such a sequence of courses or program. Transfers based on taking a single course rather than a sequence of courses shall not be approved.
- B. 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 must have transfers which are based on a designated site program sequence of courses approved by April 30 for the upcoming school year.
- C. Students who entered Prince William County after January 1 may apply for specialty programs, specific career and technical education programs, or designated JROTC programs within 60 school days after the date of their registration in the School Division. These transfer requests shall be approved or disapproved within 30 school 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.

- D. Students who were residing in Prince William County on or before January 1 and who request a transfer for a site-specific program after the April 30 transfer deadline shall submit with the transfer request additional written documentation indicating the specific extenuating circumstances that resulted in the late application for a transfer for the designated site program.
- E. Students who entered Prince William County Public Schools after January 1 who did not submit a request for a transfer for a designated site program within 60 school days of their registration in the School Division shall submit additional written documentation with the transfer request indicating the specific extenuating circumstances that resulted in the late application for a transfer for the designated site program.
- F. Depending upon the designated site program requested, such cases will be reviewed by the Supervisor of Career and Technical Education, the Supervisor of Gifted Education and Special Programs, or the Supervisor of JROTC Programs. A recommendation will be made to the Director of Student Learning for final approval or disapproval by the Associate Superintendent for Student Learning and Accountability or designee.
- G. A Student Transfer Request Form shall be completed for all first time requests for a transfer to a designated site program. For continuing students who have transferred for a designated site program, a list will be generated at the designated site program by the principal, specialty program coordinator, or school registrar. The list signed by the principal of the designated site program will be sent to the base school principal for signature. Designated site program principals will maintain a list of returning designated site program transfer students.
- H. If a student withdraws or is dismissed by the program coordinators from the designated site program, once the withdrawal procedure is completed, the student shall return to his or her base/zoned school.

#### IV. Criteria for Transfers for Extenuating Circumstances

Extenuating circumstances, excluding personal preferences, may require that students attend a school outside their attendance area. If extenuating circumstances exist, parent(s)/guardian(s) may complete the Student Transfer Request Form asking that a student be allowed to transfer to another school attendance area. The principal of the requested school, with the knowledge of the base/zoned school principal, shall make the decision whether or not to approve a student transfer request in accordance with the indicated criteria for a transfer for an extenuating circumstance.

The parent(s)/guardian(s) must sign a release for consultation with the Office of Student Services staff to discuss the specific health or emotional needs of the student. Consideration may be given to the transfer of students from their base/zoned school to a school in another attendance area for the following reasons:

- A. To meet the specific health needs of the student.
  - 1. Supporting medical information that identifies the medical diagnosis and prognosis and specifies the manner in which a transfer to a particular school will accommodate the student's medical condition must be submitted as a part of a request for transfer for medical reasons.
  - 2. All documentation must be submitted at the time of request for transfer and is subject to transfer timelines.
  - 3. The transfer appeal will not be considered prior to receipt of a professional opinion with supporting medical information. The Student Transfer Request Addendum (Attachment II) shall be completed.
  
- B. To address specific emotional needs of the student.
  - 1. Parent(s)/guardian(s) must provide supporting information from a licensed mental health professional that identifies the current diagnosis, treatment plan, prognosis, and dates of visits.
  - 2. The licensed mental health professional must submit as part of a request for a transfer for psychological reasons specific statements indicating how the transfer of the student will assist the student and the licensed mental health professional in working toward treatment goals.
  - 3. The Student Transfer Request Addendum (Attachment II) shall be completed by the attending licensed mental health professional.
  
- C. 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.
  
- D. To allow students to complete the school year in the school in which they began the school year when a family move takes place within Prince William County

during the second semester.

- E. To allow students to transfer to a school based upon an anticipated change of residence within Prince William County. Student transfer requests based upon an anticipated change of residence within Prince William County shall be considered only under the following conditions:
    - 1. The Student Transfer Request Form is first submitted to the base/zoned school and then to the requested school.
    - 2. The parent(s)/guardian(s) provide a copy of a valid rental, purchase, or lease contract listing the new residence address and date of occupancy when the Student Transfer Request Form is submitted.
    - 3. The move-in date falls within the first 30 school days of the semester in which the transfer is sought.
    - 4. Athletic eligibility shall be granted for this transfer only after the student and the student's family have moved into the new permanent residence.
  - F. To allow students to complete a specific sequence of courses not offered at their base/zoned school.
  - G. To allow students to complete their senior year (12<sup>th</sup> 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.
- V. Virginia High School League (VHSL) Transfer and Eligibility
- A. Students who are granted approval to transfer to a school outside their established attendance area shall be eligible to participate in Virginia High School League (VHSL) activities when entering the school as a first time ninth grade student. Any student who transfers after establishing eligibility in the freshman year at his or her base/zoned school shall be ineligible to participate in VHSL-sponsored activities for 365 days of the transfer to a requested school. The Superintendent of Schools or designee may grant a waiver to the VHSL transfer rule based on a decision made by the School Division that requires the transfer of the student, but not for athletic and/or activity purposes. (VHSL Handbook, Transfer Rule 28-6-1.)

- B. Students who transfer to a school to participate in a designated site program shall meet all eligibility requirements for VHSL-sponsored activities. The transfer shall become effective when the student enters the program. The student shall meet full participation requirements for the program in order to retain eligibility.
- C. Students who enter such programs as rising ninth graders are eligible to participate in VHSL-sponsored activities. Once a student establishes eligibility in a high school, and the student transfers to another high school for any reason, the student shall be ineligible for 365 days unless there is a corresponding change of address in accordance with VHSL Regulation 28-6-1. Twelfth grade students shall not be permitted to transfer for such designated site programs without specific permission from the High School Level Associate Superintendent or designee.
- D. Once a student establishes eligibility in a high school, any additional transfer requests for designated site programs shall not be considered for a waiver and the student shall be ineligible for 365 days from the date of the transfer.
- E. If a student is dismissed by the program director from the designated site program for not meeting the program requirements, the student shall return to his or her base/zoned school the following school year. The student must apply for a Superintendent's waiver for VHSL activities participation according to VHSL guidelines. Waivers will be granted according to guidelines provided in Transfer Rule 28-6-1 of the VHSL policy manual.
- F. If a student chooses to withdraw from a designated site program, the student shall return to his or her base/zoned school the following school year. The student will not be eligible for a waiver of VHSL Transfer Rule 28-6-1.

#### VI. Schools Closed to Transfers – High School Level

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. This section shall not apply to students already in attendance at the school for a designated site program. The criteria for denying transfer requests due to lack of space shall be based upon the following criteria:

- A. When the student/teacher ratio approaches the established ratio, the principal shall recommend to the Level Associate Superintendent closure of that grade level or the entire school to transfer students.

- B. 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(s)/guardian(s) 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 determination indicating any schools that shall be closed to transfers for the upcoming year.
- C. At any time, the principal of a school that exceeds its building capacity can recommend to the Level Associate Superintendent that the school be closed to any additional transfers.
- D. If the number of designated site program applicants who are transfer students shall result in a school site exceeding its building or program capacity, a lottery among qualified transfer applicants shall be held following February 15 but before March 1.
- E. 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 who do not apply for a program before the established deadline shall be admitted to designated site programs only on a space available basis.
- F. Under conditions of overcrowding of a given school, a program may be open only to students within the school's boundary and may be closed to all transfer students, including students who are requesting a transfer for a specific site program.

#### VII. Transfer Request Procedure

Beginning January 2, and prior to April 30, requests for transfer for the upcoming school year shall be initiated only by the parent(s)/guardian(s) or by the student if he or she is 18 years of age or older. The person requesting the transfer shall first notify the principal of the student's base/zoned school through completion of a Student Transfer Request. The principal shall be informed of the reason the parent(s)/guardian(s) believe the transfer is necessary. This enables the principal and the parent(s)/guardian(s) to discuss problems that may be corrected to remove the need for a transfer.



- A. All transfer requests must be signed first by the parent, then the base/zoned school principal, and finally, by the requested school principal. Only transfer requests signed by both principals will be reviewed.
- B. If approved by the requested school principal, the student shall be allowed to enroll in the requested school upon evidence of proper approval and withdrawal from the student's base/zoned school.
- C. Parent(s)/guardian(s) will be notified of approval or disapproval by May 15.
- D. The only two exceptions to the requirement that transfers must first be approved by the base/zoned school principal before a student is granted permission to attend a school other than the base/zoned school will be the following:
  - 1. In the case of a continuation of a site program student transfer. The base/zoned school and specialty program principals will be provided a list of specialty students for the following school year and will provide a signature on the list as indication of approval/acknowledgement.
  - 2. In the case of a student who transferred based upon extenuating circumstances as described in Section IV. A.-C.
- E. The requested school shall be responsible for entering the appropriate Student Management System 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.
- F. One copy of the Student Transfer Request shall be sent to the Office of Student Services for record-keeping after final action by the schools.
- G. 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 at any time during the transfer process.

#### VIII. Transfer Process Timelines

##### A. Designated Site Programs

Transfer process timeline for designated site programs shall be as follows.  
(Dates may be modified to correlate with the School Division calendar or to

respond to school closings for inclement weather):

1. October 15 – High school designated site program application process begins;
2. February 15 – Designated site program established application deadlines;
3. March 1 – Students and parents or guardians notified of acceptance for specialty programs;
4. April 1 - Students and parents or guardians notified of acceptance for other site specific programs.

B. Transfer Timeline

The transfer process timeline applies to all returning and new PWCS students for first through twelfth grade students residing in Prince William County on January 1 and shall be as follows:

1. January 2 – Transfer process for upcoming school year begins;
2. April 30 – Deadline to apply for a transfer for the upcoming school year;
3. May 15 – Deadline for requested school principal to notify parent(s)/guardian(s) 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 (extenuating circumstances allow principals to extend this date as necessary);
4. June 1 – Deadline for submission of written parent(s)/guardian(s) appeal to the Supervisor of Secondary Counseling and Student Support Services; and
5. June 30 – Deadline for the Supervisor of Secondary Counseling and Student Support Services to notify parent(s)/guardian(s) of the decision to approve or deny the transfer appeal request. This decision is final.

IX. Transfer Appeal Process - High School Level

A request for a student transfer is a request and consequently may be approved or

denied. If a request for transfer is denied, the parent(s)/guardian(s) and/or student(s) shall have the opportunity to appeal the decision. The following is the appeal process:

- A. The appeal request for students in grades 9-12 shall be in writing by June 1 to the Supervisor of Secondary Counseling and Student Support Services in the Office of Student Services.
- B. The Supervisor of Secondary Counseling and Student Support Services in consultation with the Director of the Office of Student Services will review the case, and approve or deny the transfer appeal request. This decision will be made by June 30. This decision is final.

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 2014.

**Prince William County Public Schools  
STUDENT TRANSFER REQUEST FORM**

Student Transfer Request Forms for students in grades 1-12 must be received between **January 2 and April 30**.

Student Transfer Request Forms for Kindergarten students will be accepted starting the first day of Kindergarten registration.

**INSTRUCTIONS:** Carefully read the information provided in the Regulation 721-2, Student Transfers – High School or Regulation 721-1, Student Transfers - Kindergarten/Elementary/Middle and in “Frequently Asked Questions” before completing this application. Complete Part I and submit the application to the base school principal no later than April 30 prior to the year in which the transfer is sought. **The student must attend the base/zoned school until a transfer decision is made.**

**PART I. STUDENT TRANSFER REQUEST (please print/type) Initial or Renewal (circle one) Date** \_\_\_\_\_

For School Year 20\_\_\_\_ - 20\_\_\_\_ Child’s Grade during School Year Indicated \_\_\_\_\_

Base/Zoned School \_\_\_\_\_ Requested School \_\_\_\_\_

Student \_\_\_\_\_ DOB \_\_\_\_\_ Sex  Male  Female

Last First MI

Parent(s)/Guardian(s) Name \_\_\_\_\_ Home Phone (10 Digit) \_\_\_\_\_

Parent(s)/Guardian(s) Address \_\_\_\_\_

Street City ZIP Code

1<sup>st</sup> Parent(s)/Guardian(s) Place of Employment \_\_\_\_\_ Bus. Phone (10 Digit) \_\_\_\_\_

2<sup>nd</sup> Parent(s)/Guardian(s) Place of Employment \_\_\_\_\_ Bus. Phone (10 Digit) \_\_\_\_\_

**Reason for Request:** (choose one)

- Child Care (Elementary/Middle)** (Attachment IV, Reg 721-1 required)  **Physical or Psychological Needs** (Attachment II, Reg 721-1/ 721-2)  
 **SACC Closure**  **Designated Site Program**  
 **Other (Refer to Reg. 721-1 or 721-2)**

**Parent(s)/guardian(s) are responsible for transportation. Transfers are valid for one year only unless the student has transferred for a designated site program. Designated site program transfers may be renewed using the procedures indicated in Regulation 721-1 or 721-2.**

I certify that all the information on this application is correct to the best of my knowledge. I certify that the student involved in the request is not seeking a transfer to participate in extracurricular activities. In addition, I understand that transferring my high school student after ninth grade will change the VHSL activities eligibility status for the next 365 days.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART II. SCHOOL REVIEW AND RECOMMENDATION (office use only)**

**Base/Zoned School:** \_\_\_\_\_

Comment: \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

**Requested School:** \_\_\_\_\_  Approve  Deny

Reason: \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART III. APPEAL PROCESS (OFFICE OF STUDENT SERVICES use only)**

Signature \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied  Letter sent

STUDENT TRANSFER REQUEST ADDENDUM

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. Reason for original referral (include date of referral).

\_\_\_\_\_  
\_\_\_\_\_

2. Current diagnosis (please use diagnosis applicable to DSM or CPT codes).

\_\_\_\_\_  
\_\_\_\_\_

3. Treatment plan and prognosis (include dates of visits from onset of diagnosis). \_\_\_\_\_

\_\_\_\_\_

4. How would the transfer assist the student and you in working towards your treatment goals?

\_\_\_\_\_  
\_\_\_\_\_

Name of Physician, Psychiatrist, Clinical Psychologist completing form: \_\_\_\_\_ (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

Yes \_\_\_\_\_ No \_\_\_\_\_

Transfer Process Timeline Charts  
High School

October 15	High school designated site program application process begins.
January 2	Transfer request for transfers for high school students are accepted.
February 15	High school designated site program established application deadlines.
March 1	High school parents notified of placement decisions for designated site programs.
April 1	High school parents notified of placement decisions for other site specific programs.
April 30	Deadline for parent(s)/guardian(s) of high school students to apply for a transfer for the upcoming school year.
May 15	Deadline for high school requested school principal: <ul style="list-style-type: none"> <li>• to notify parent(s)/guardian(s) of approval or disapproval of student transfer requests;</li> <li>• to rescind or disapprove a transfer request for the following year based on student behavior issues (extenuating circumstances will allow principals to extend this date as deemed necessary).</li> </ul>
June 1	Deadline for submission of written parent(s)/guardian(s) appeal for parents of high school students to the Supervisor of Secondary Counseling and Student Support Services.
June 30	Deadline for the Supervisor of Secondary Counseling and Student Support Services to notify parent(s)/guardian(s) of 9-12 grade students of the decision to approve or deny the transfer appeal request. This decision is final.