

## STUDENTS

### Student Transfers - Kindergarten/Elementary/Middle 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 for World Languages, Mathematics and Science, the International Baccalaureate Programme, and the Traditional Schools grades 1-8.

#### II. Criteria for General Transfer Requests

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. Consideration shall be given to the transfer of students from their base/zoned school to a requested school, provided the requested school is not closed to transfers. Student transfer requests for the upcoming school year shall be initiated only by the parent(s)/guardian(s). 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. The following guidelines apply to general transfer requests for kindergarten, elementary, and middle school students:

- 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/zone 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 tardies 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 of disapproval. Principals may extend this date to the end of the school year, if deemed necessary. 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 transfers each school year, although a 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 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, Criteria for Transfers for Extenuating Circumstances, 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 School Age Child Care (SACC) needs will be allowed only if SACC is closed to students because of overcrowding in the base/zoned school SACC program and the requested school is not 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.
  - 1. At the kindergarten, elementary, and middle school level, requests for transfers based on the parent(s)/guardian(s) employment with PWCS must be accompanied by proof of SACC enrollment or Verification of Child Care for Student Transfer Requests Form (Attachment IV).
  - 2. Please refer to PWCS Human Resources Regulation 561.01-2, "Children of Staff in School Division Buildings" for specific guidelines.
  - 3. Transfer requests based on parent(s)/guardian(s) employment in PWCS do not apply to designated site programs or schools closed to transfers.
  - 4. PWCS employees 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."
- M. For transfers based on child care needs parent(s)/guardian(s) must be employed full-time outside of the home and require that someone in a different school attendance area care for the student before and/or after school.
  - 1. The parent(s)/guardian(s) and child care provider shall reside in Prince William County, and the child care provider's residence and/or child care center must be located within the attendance area of the receiving school.

2. Prince William County Public Schools' transfer procedures will not be impacted by the transport policies of daycare facilities or child care providers.

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

PWCS has designated site programs including traditional schools at the elementary and middle school levels. Interested students must complete an application in order to transfer to a designated site program, including traditional schools of choice (grades 1-8).

- 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 shall be 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 sequence of courses which is considered a designated site program approved by April 30 for the upcoming school year.
- C. Students who entered Prince William County after January 1 may apply for specialty 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.
- 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 and who did not submit a request for a transfer for designated site program within 60 days of their registration in the School Division, 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.

- F. Depending upon the designated site program requested, such cases will be reviewed by the Supervisor of Gifted Education and Special 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/zoned 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 coordinator 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. 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. 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 as to 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.

V. Procedure for Transfer Requests for Kindergarten, Elementary (Grades 1-5), and Middle School Levels

For kindergarten students, beginning the first day of kindergarten registration, requests for student transfers for the upcoming school year may be initiated by the parent(s)/guardian(s) only. The transfer deadline for kindergarten student transfer requests is within 30 calendar days of completion of the registration form.

For students in grades 1-8, 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).

A. The parent(s)/guardian(s) requesting the transfer shall first notify the principal of the student's base/zoned school through completion of a Student Transfer Request Form. 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. All transfer requests must be signed by both the base/zoned school and requested school principals. Transfer requests not signed by both principals will be returned to the base/zoned school principal.

1. The only two exceptions to the requirement that parent(s)/guardian(s) requesting transfers must first obtain the approval of the base/zoned school principal before a student is granted permission to attend a school other than the base/zoned school will be:

- a. 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;
- b. In the case of a student who transferred based upon extenuating circumstances as described in Section IV of this regulation.

B. All parent(s)/guardian(s) who are requesting transfer based on child care must complete the Verification of Child Care Form (Attachment IV) which must be attached to the Student Transfer Request Form. Both parent(s)/guardian(s) must work full-time outside of the home. The requested school must ensure that:

1. The child care provider is located within the school's attendance area.

2. Both parent(s)/guardian(s) full-time employment outside of the home is verified.
  3. The child is actually under the supervision of the child care provider as stated on the Verification of Child Care Form (Attachment IV).
  4. The Verification of Child Care Form is completed by both the child care center/child care provider and the parent(s)/guardian(s).
  5. The Verification of Child Care for Student Transfer Request form is attached to the transfer request when the reason for transfer request is child care.
- C. 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.
- D. If not approved by the requested school principal, the parent(s)/guardian(s) will follow the transfer appeal process described in Section IX of this regulation.
- 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 may occur at any time during the transfer process.
- F. The requested school shall be responsible for entering the appropriate Student Management Systems 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.
- G. One copy of the Student Transfer Request shall be sent to the Office of Student Services after the final action by the schools.
- VI. Schools Closed to Transfers - Kindergarten, Elementary, and Middle School Levels.

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 15.
- 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 and 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 to include 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. November 15 – Middle school designated site program application process begins.
- 2. December 15 – Elementary school designated site program application process begins.

3. February 15 – Elementary and middle school designated site program established application deadlines.
4. April 1 – Parent(s)/guardian(s) notified of placement.

B. Kindergarten Level

Request for transfers for kindergarten students be accepted starting on the first day of kindergarten registration. The transfer process timeline for kindergarten students residing in Prince William County on April 1 shall be as follows:

1. First Day of kindergarten registration – Transfer requests are accepted when registration is complete.
2. Thirty days after completion of kindergarten registration form – Deadline for applying for kindergarten transfer.
3. June 1 – Deadline for principals to notify parent(s)/guardian(s) of kindergarten students of approval or disapproval of student transfer requests received prior to June 1.
4. June 15 – Deadline for submission of written parent(s)/guardian(s) appeal for student transfer requests received prior to June 1 to Supervisor of Elementary Counseling and Related Services.
5. Kindergarten transfer requests received after June 1 will be notified of approval or disapproval of the student transfer request by July 1 or within 30 days of the request. Principals may maintain a wait list.

C. Elementary (1-5) and Middle School Levels

The transfer process timeline applies to all returning and new Prince William County students for first through eighth 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 (extenuating circumstances will allow principals to extend this date as deemed necessary).

4. June 1 – Deadline for submission of written parent(s)/guardian(s) appeal to the Supervisor of Elementary Counseling and Related Services or the Supervisor of Secondary Counseling and Student Support Services.
5. June 30 - Deadline for the Supervisor of Elementary Counseling and Related Services or 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 - Kindergarten, Elementary, and Middle School Levels.

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. Student transfer appeals for students in grades 1-5 shall be in writing to the Supervisor of Elementary Counseling and Related Services. Student transfer appeals for students in grades 6-8 shall be in writing to the Supervisor of Secondary Counseling and Student Support Services in the Office of Student Services. The deadline for student transfer appeals for students in grades 1-8 is June 1.
- B. Appeal requests for kindergarten students who were registered prior to June 1 shall be in writing to the Supervisor of Elementary Counseling and Related Services by June 30.
- C. Appeal requests for kindergarten students who were registered after June 1 shall be in writing to the Supervisor of Elementary Counseling and Related Services within 30 days of registration.
- D. The Supervisor of Elementary Counseling and Related Services or the Supervisor of Secondary Counseling and Student Support Services in consultation with the Director of the Office of Student Services will review each case, and approve or deny the transfer appeal request. 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 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  
Kindergarten

April 1 (exact date changes): First Day of Kindergarten Registration	Request for transfers for kindergarten students are accepted.
Thirty days after completion of kindergarten registration form.	Deadline for applying for kindergarten transfer.
June 1	Deadline for principals to notify parent(s)/guardian(s) of kindergarten students' of approval or disapproval of student transfer requests received <u>prior</u> to June 1.
June 15	Deadline for submission of written parent appeal for student transfer requests for kindergarteners received prior to June 1 to Supervisor of Elementary Counseling and Related Services.
Kindergarten transfer requests received <u>after</u> June 1 will be notified of approval or disapproval of the student transfer request within 30 days of the request. Principals may maintain a wait list.	

Transfer Process Timeline Charts  
Elementary (1-5)

December 15	Elementary school designated site program application process begins.
January 2	Transfer request for transfers for students in grades 1-5 are accepted.
February 15	Elementary designated site program established application deadlines.
March 15	Elementary parents who applied for designated site programs notified of placement decisions for designated site programs.
April 30	Deadline for parents of students in grades 1-5 to apply for a transfer for the upcoming school year.
May 15	Deadline for requested school principal for students in grades 1-5: <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 appeal for students in grades 1-5 to the Supervisor of Elementary Counseling and Related Services.
June 30	Deadline for the Supervisor of Elementary Counseling and Related Services to notify parent(s)/guardian(s) of the decision to approve or deny the transfer appeal request. This decision is final.



Transfer Process Timeline Charts  
 Middle School (6-8)

November 15	Middle school designated site program application process begins.
January 2	Transfer request for transfers for middle school students are accepted.
February 15	Middle school designated site program established application deadlines.
March 15	Middle school parent(s)/guardian(s) notified of placement decisions for designated site programs.
April 30	Deadline for parents of middle school students to apply for a transfer for the upcoming school year.
May 15	Deadline for middle 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 middle 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 middle school students of the decision to approve or deny the transfer appeal request. This decision is final.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

VERIFICATION FOR CHILD CARE FOR STUDENT TRANSFER REQUESTS (ELEMENTARY/MIDDLE)  
SCHOOL YEAR \_\_\_\_\_

This form is required documentation for all child care student transfer requests K-8 only. The child care provider must be located within the requested school boundaries. Full-time before and/or after school child care and full-time employment of parent(s)/guardian(s) outside of the home is required for student transfer consideration on the basis of child care. Be sure to fill in all sections or enter "N/A" in sections not applicable.

I. THIS SECTION TO BE COMPLETED BY THE DAY CARE FACILITY OR THE INDIVIDUAL PROVIDING CHILD CARE

Name of Person or Organization \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

I hereby certify that (I) (we) have agreed to provide regular child care services for \_\_\_\_\_

From \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m. on the following weekdays: \_\_\_\_\_ and or/

From \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. on the following weekdays: \_\_\_\_\_

Remarks \_\_\_\_\_

Signed \_\_\_\_\_  
Name of Individual Title, If Applicable Date

II. THIS SECTION TO BE COMPLETED BY PARENT(S)/GUARDIAN(S)

Name of Student \_\_\_\_\_

Grade of Student \_\_\_\_\_

Requested School \_\_\_\_\_

Father's place of full-time employment outside of the home: \_\_\_\_\_

Mother's place of full-time employment outside of the home: \_\_\_\_\_

Under § 22.1-264.1 of the Virginia Code, any person who knowingly makes a false statement for the purposes of enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to § 22.1-5, for the time the student was enrolled in such school division. I certify that if any of the conditions indicated in this document should change during this school year, (I) (we) will notify the school administration within 10 business days.

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
Father/Guardian Date Mother/Guardian Date

It is the responsibility of the parent(s)/guardian(s) to notify the school immediately when there is a change in any information provided on this form.