

NEWPORT NEWS PUBLIC SCHOOLS

SCHOOL LEADERSHIP

12465 Warwick Blvd., NN, VA 23606-3041
Phone: 757-283-7850 • Fax: 757-595-2017

2018-2019 ADMINISTRATIVE TRANSFER APPLICATION

Applications received by June 15, 2018 will receive priority consideration and letters will be mailed in July. Applications received after this date will be considered on a case-by-case basis pending available space at the requested school site.

Student	DOB	Grade SY18-19	Student ID#	M/F	Race
Preferred Telephone Number	Alternate Phone Number	E-Mail Address			
Name of Parent/Legal Guardian	Current Legal Address			Zip	
Zoned School	Requested School – First Choice		Second Choice		

Please mark all that pertain to your student: IEP/504 plan TAG Suspension(s) on record Attendance concerns

REASON FOR TRANSFER REQUEST: (Please attach letter or documentation to support reason for request.)

- 1. Majority/Minority *-(From a school in which the student is in the racial majority to a school in which he/she will be in a minority)*
- 2. Medical/Psychological **(Official medical record with explanation must be attached)**
- 3. NNPS Employee - Employee Position: _____ School: _____
(For a student whose custodial parent is a Newport News employee, that parent must be a Newport News resident or have received a tuition waiver in accordance with policy JFAB.)
- 4. Student Residing on Military Installation or in Military Housing **(Housing contract must be attached)**
- 5. Victim of Crime **(Official police report must be attached)**
- 6. Child Care **(Child care form must be attached)**
- 7. Continuing - 5th, 8th, 12th grade student who is currently enrolled at the requested school.
- 8. Program _____ (Name of Program)

Comments: _____

Your child MUST attend his/her zoned school until you receive a response to your application.

All administrative transfer decisions are based on available space. Transfers will not be approved for grade levels or schools who are at capacity. If the first choice school does not have room for additional students, a second choice may be available, so please list an option. If space is available, good standing will be verified prior to the transfer approval being granted.

GOOD STANDING:

Only students in good standing are eligible to receive an Administrative Transfer. The following conditions and requirements will apply to all Administrative Transfer requests and the continuance of attendance for students in requested schools:

1. "Good standing" will include the following:
 - a. Not absent more than 10 days per year
 - b. Not tardy more than 15 times per year
 - c. Not disciplined more than once for a significant offense, or more than three times for minor incidents
2. The Superintendent's designee will establish a standard operating procedure to monitor and apply the good standing requirements.

Please carefully review the following information:

Several schools are not available through the Administrative Transfer process. For example, magnet school programs are filled by a lottery using a separate application process. Students who are placed on the magnet school waiting lists are placed into the slots that become available. Programs that are not eligible for an administrative placement include: An Achievable Dream Academy, Deer Park Elementary, Dutrow Elementary, Hilton Elementary, Discovery STEM Academy, Newsome Park Elementary, General Stanford Elementary, Crittenden Middle, Washington Middle, An Achievable Dream Middle/High.

Transportation is not guaranteed, but the student will be permitted to use an existing bus stop as long as space is available. If the bus reaches capacity, students on transfer will not be permitted to ride. General education students are not permitted to utilize special education buses.

The student must be enrolled in Newport News Public Schools before this application can be processed.

The information on the front of this form (Parent/Legal Guardian and legal address) must be current and match the student record in order for this application to be processed.

Unless it is an extreme emergency situation, administrative transfers will only be approved at the beginning of the school year and at the semester break for high school students. Middle and elementary level students will only be approved prior to the beginning of the year.

AUTOMATIC RENEWAL:

The Superintendent’s designee will establish a standard operating procedure to monitor and apply the automatic renewal provisions of Policy JCB.

VHSL Eligibility:

Any student who transfers from one school to another within the city, without a corresponding change of address, will be ineligible to participate in any VHSL activity for a period of one calendar year from the date of enrollment. The normal VHSL appeal process may be utilized for extenuating circumstances.

PARENT/GUARDIAN SIGNATURE:

I have read the above conditions and requirements set forth by Newport News Public Schools regarding Administrative Transfer approval and attest that all information is accurate. I understand that transportation is not guaranteed if attending a school through the administrative transfer process.

Permission is hereby granted for release of any medical or psychological information requested by the review committee of the Newport News Public Schools.

I understand the administrative transfer may be revoked if guidelines are not followed, or good standing is not maintained.

Parent/Legal Guardian

Date

PRIOR TO SUBMITTING THIS FORM TO THE SECONDARY LEADERSHIP OFFICE, THE FOLLOWING INFORMATION MUST BE COMPLETED BY AN ADMINISTRATOR AT YOUR CHILD’S CURRENT SCHOOL. THIS REQUEST WILL NOT BE PROCESSED IF INCOMPLETE.

Currently Enrolled School Office Use Only (Below This Line)

Did student attend the REQUESTED school last year (2017-2018) [] Yes [] No

Absences: _____ Excused _____ Unexcused Tardy: _____ Excused _____ Unexcused Disciplinary Infractions: _____

TAG: _____ Special Education: _____ Student is in good standing? Yes [] No []

Administrator’s Signature: _____ Date: _____ / _____ / _____