



**PLEASE CAREFULLY REVIEW THE FOLLOWING:**

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

*If the first choice school does not have room for additional students, a second choice may be available, so please list an option.*

*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, Huntington Middle, Washington Middle, An Achievable Dream Middle/High, Denbigh High, Heritage High, Warwick High, and Woodside High.*

**Transportation is not guaranteed, but the student will be permitted to ride a bus at an existing bus stop.**

**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 to start 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 at 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’S 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. 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 (2016-2017) [ ] Yes [ ] No  
Absences: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused Tardies: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused Disciplinary Infractions: \_\_\_\_\_  
TAG: \_\_\_\_\_ Special Education: \_\_\_\_\_ Student is in good standing? Yes [ ] No [ ]  
Administrator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_