



Student's Name: _____
(first) (last)

PUPIL TRANSFER APPLICATION FOR SCHOOL YEAR 2015-16

Secondary Schools—Grades 6 to 12

School Board Adopted Timeframe for Applications: Nov. 3, 2014 to Jan. 16, 2015

**Please submit a separate application to each school or program for which you are applying.*

A separate application is required for each school or program for which you are applying.

Please Check the Requested School or Program

_____ H-B Woodlawn Program Grade 6

_____ H-B Woodlawn Program Grade 9

_____ Kenmore Middle

_____ Wakefield Advanced Placement Network

_____ Washington-Lee International Baccalaureate

Note: School bus transportation is provided to eligible students for the schools and programs listed above.

Other Neighborhood School Transfers

Requested School:

Note: Arlington Public Schools does not provide school bus transportation for transfers from one neighborhood school to another.

Print clearly or type all information.

1. Student's Name: _____
(First) (Last)

2. Gender: Male _____ Female _____ Child's age: _____ Date of Birth: _____

3. Current Grade: _____ School Currently Attending: _____

4. List the grade for which you are applying: _____

5. Home Address: _____ Zip: _____

6. Parent/Guardian Name: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ Email: _____

7. Parent/Guardian Name: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ Email: _____

8. What is the neighborhood school boundary zone in which you live?

Elementary Middle High

(required for H-B Woodlawn 6th grade lottery)

9. Please check the program(s) in which the student is currently enrolled. This information will be used for data collection purposes only. It will not be used in any way to make admission decisions:

Special Education _____ Occupational Therapy _____ Montessori _____ ESOL _____

Physical Therapy _____ Speech Therapy _____ Other _____

10. If the first language of the student is not English, what is his/her first language: _____

11. Please check the U.S. Civil Rights classification for the student applying for admission. This information will be used for data purposes only. It will not be used in any way to make admission decisions. Please answer both questions.

A.) Ethnicity (Choose one): Hispanic/Latino _____ Not Hispanic/Latino _____

B.) Race (Choose one or more, regardless of Ethnicity):

American Indian or Alaskan Native _____ Asian _____ Black or African American _____

Native Hawaiian or Other Pacific Islander _____ White _____

12. I verify that this information is correct. If the information provided is found to be incorrect through verification, I understand that the student's application will be invalid.

Signature of Parent/Guardian: _____

13. Before this application can be accepted, at least one parent/guardian must attend a school information session at the neighborhood school and one at the requested school. Both principals must sign this application to verify participation in this application process.

Signature of Neighborhood School Principal Neighborhood School Name Date

Signature of School Principal at Requested School Requested School Name Date

Accept: _____ NOT Accept: _____ Reason _____

Signature of Principal at Requested School: _____

Date received: _____

Received by: _____

Selection number: _____

Wait list: _____



Applying to Secondary Countywide Schools or Programs and Secondary Neighborhood Schools

Pupil Transfers

Transfers from one neighborhood school to another are permitted within the Arlington Public Schools (APS) on a space-available basis. Each receiving school is limited to five percent of its entire population as transfer students. This five-percent limit does not apply, however, to schools identified by the School Board as countywide schools or programs for which students from the entire County may apply. For further details and information, please refer to School Board Policy 25-2.2 available on the APS website at www.apsva.us/policies or call 703-228-7667.

Each year the Superintendent identifies schools not available for transfers due to capacity limitations.

Application Period

Middle and High Schools: Mon, Nov. 3, 2014 to Fri, Jan. 16, 2015 for admission for the 2015-16 school year.

A Pupil Transfer Application must be submitted when applying to another neighborhood school or when applying to the Advanced Placement Network at Wakefield High School, the H-B Woodlawn Secondary Program: entry at grade 6 or 9, the International Baccalaureate program at Washington-Lee High School, and Kenmore Middle School with its arts and communications technology focus.

Parents interested in the Dual Language Spanish/English Immersion programs offered at Gunston Middle School or Wakefield High School; as well as the Montessori Middle Years Program at Gunston Middle School may register their child through the course selection process.

Thomas Jefferson High School for Science and Technology has a separate admissions process. Please visit their website at www.tjadmissions.org for further details.

Application Process

To apply for a transfer, parents/guardians must:

1. Fill out a Pupil Transfer Application form available at all schools, the APS website at www.apsva.us/schooloptions, or the Department of School and Community Relations (1426 N. Quincy St.).
2. Attend a school information session at your neighborhood school and obtain the signature of the neighborhood school principal on the Pupil Transfer Application. (A schedule of the school information sessions are available on the APS website at www.apsva.us/schooloptions, or by calling 703-228-7667.)
3. Attend a School Information Session at the school to which you are applying, and obtain the signature of that school's principal on the Pupil Transfer Application.
4. Turn in the completed Pupil Transfer Application to the school to which you are applying, by the application deadline—Fri, Jan. 16, 2015, by 4 p.m.

If the transfer is approved, the family will be notified by mail and the student will be permitted to start at the requested school at the beginning of the following school year. If more students apply to a particular school than there are spaces available, a random lottery will be conducted.

Transportation:

The school system does not provide school bus transportation for transfers from one neighborhood school to another. School bus transportation is provided for students in countywide schools or programs who live more than 1.5 miles away from the middle or high school.