

NNPS Administrative Office Use Only

Approved: ____ Yes ____ No ____ N/A

Receiving School: _____

Grade: ____ TAG: ____ Yes ____ No

Special Education: ____ Yes ____ No

Date: ____/____/____

Signature: _____

Data Base: _____ Info. System: _____

School Notified: ____ Letter Sent: ____



SCHOOL LEADERSHIP

12465 Warwick Blvd., NN, VA 23606-3041

Phone: 757-283-7850 • Fax: 757-595-2017

2018-2019 ADMINISTRATIVE TRANSFER APPLICATION

I hereby apply for consideration of an out-of-zone placement of the named child for reasons stated below. *If approved, I understand that transportation will be my responsibility.*

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 SY17-18 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
(Review page 2 for a list of schools that are not available through the administrative transfer process.)

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. Victim of Crime (**Official Police Report MUST be attached**)
- 5. Child Care (**Child Care Form MUST be attached**)
- 6. Continuing - 5th, 8th, 12th grade student who is currently enrolled at the requested school.
- 7. Program _____ (Name of Program)

Comments: _____

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:

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 (2017-2018) [] Yes [] No
Absences: _____ Excused _____ Unexcused Tardies: _____ Excused _____ Unexcused Disciplinary Infractions: _____
TAG: _____ Special Education: _____ Student is in good standing? Yes [] No []
Administrator’s Signature: _____ Date: _____ / _____ / _____