

1 **ACPS STUDENT PLACEMENT REGULATIONS**

2
3 Alexandria City Public Schools creates attendance zones that are used to assign students to
4 schools. Attendance zones are established by the School Board. Students attend their assigned
5 school based on the attendance zone in which they reside. ACPS may reassign a student to a
6 different school based on capacity.

7 The division provides limited student placement alternatives to parents/guardians. These
8 include programmatic transfers, parent/guardian-requested administrative transfers, and
9 placement consideration for siblings and military children.

10 This regulation defines the procedures that are followed for student placements. In all cases,
11 the Superintendent or authorized designee has the final approval authority in student placement
12 decisions.

13 All students must be registered in their attendance zone school before alternative student
14 placement can be requested or made.

15 **I. Student Placement Alternatives**

16 **A. Capacity Reassignments**

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19 Each year by April 1, the Superintendent publicly presents the projected number of students
20 by school and by grade level for the following school year. The Superintendent and School
21 Board review proposed class size caps and the number of homeroom sections for each school
22 at each grade level during the budget process each spring.

23 In accordance with Policy JC/JCD, the Superintendent may place restrictions limiting the
24 assignment of elementary students to a particular grade level at a school based on capacity.
25 Because ACPS transportation resources and utilization impact placement procedures, schools
26 are organized into capacity-reassignment clusters. If an enrollment limit for a grade level at a
27 school is reached, the Superintendent or authorized designee may reassign elementary students
28 to an alternate school in their capacity-reassignment cluster where there is capacity at that
29 grade level.

30 **Guidelines**

- 31
- 32 • ACPS will provide transportation for all capacity reassignments in accordance with Policy
33 EEA - Student Transportation Services.
 - 34
 - 35 • No student currently enrolled in a particular school will be reassigned due to capacity. This
36 guideline does not apply:
 - 37 • To children who have moved during the school year and have only been granted an
38 administrative transfer until the end of the year, at which time the student will return to
39 their new attendance zone school.
 - 40 • To children who have been reassigned due to capacity to another school and space
41 becomes available at their attendance zone school.

- 42 • During Division-wide redistricting approved by the School Board.
- 43 • Siblings of current students who are attending their attendance zone school will be allowed
44 to enroll in the school that their sibling attends even if class size caps are exceeded.
- 45 • Students who are reassigned due to capacity will be placed on a waiting list kept by their
46 attendance zone school, according to their reassignment date. Twice a year, in the fall and
47 the spring/summer, ACPS will determine if there is space to return capacity reassigned
48 students to their attendance zone school. If space is available, students on the waiting list
49 will be reassigned back to their attendance zone school. The reassignment back to the
50 attendance zone school occurs at winter break and the start of the following school year.
51 Students reassigned back to their attendance zone school at winter break who wish to
52 remain at their current school for the remainder of the school year may request a deferral.
53 If siblings have been capacity reassigned, they will be reassigned back to their attendance
54 zone school only if there is space for all the reassigned siblings.
- 55 • All students must be registered in their attendance zone school before alternative student
56 placement can be made.

57 **Kindergarten Lottery Procedures**

58 If the kindergarten enrollment limit at a school has not been exceeded by the kindergarten
59 capacity determination date (see Table 1: Enrollment Procedure Deadlines), everyone who
60 has registered will be enrolled at that school for the following year.

61
62 If the kindergarten enrollment limit at a school has been exceeded by the kindergarten
63 capacity determination date, all new kindergarten parents/guardians who have applied for
64 enrollment will be polled to determine if any want to volunteer to have their child(ren)
65 reassigned to a school in their capacity-reassignment cluster where there is capacity. If so,
66 that request will be granted, and transportation will be provided.

67
68 If the kindergarten enrollment limit at a school has been exceeded after voluntary
69 reassignments, all applicants for enrollment in kindergarten at the school will enter a lottery
70 for random selection. Every applicant will be assigned a rank through the lottery (with
71 sibling applicants in the same grade having the same rank). Applicants will be placed in
72 the attendance zone school until all slots are filled according to rank. The remainder will
73 be reassigned to another school in their capacity-reassignment cluster via a capacity
74 reassignment.

75 76 **B. Programmatic Transfers**

77
78 Parents may request a transfer for their student based on designated school programs
79 within ACPS.

- 80 • Designated opt-in school programs are the dual-language program at Mount Vernon, the
81 dual-language program at John Adams, and the K-8 program at Jefferson-Houston.
82 These programs are primarily open to students living within the attendance zone. These

83 schools will receive transfers from outside the attendance zone only if space is available
84 for that year and grade level.

85 • Designed opt-out school programs are the dual-language program at Mount Vernon and
86 Grades 6-8 of the K-8 programs at Patrick Henry and Jefferson-Houston. Students who
87 opt-out of the dual-language program at Mount Vernon will be reassigned to another
88 school in the Mount Vernon capacity-reassignment cluster. Students who opt-out of
89 Grades 6-8 of the K-8 programs at Patrick Henry and Jefferson-Houston will be
90 reassigned the comprehensive middle school in their cluster. Opt-out transfers must be
91 related to the student’s instructional needs.

92 • Programmatic transfers are approved by the Superintendent or authorized designee.

93 As with all other categories of transfers, all students must be registered in their attendance
94 zone school before a transfer may be requested.

95 If a programmatic transfer is approved, transportation services will be provided in
96 accordance with Policy EEA - Student Transportation Services.

97 Students who have received programmatic transfers may request to return to their
98 attendance zone school at the start of the following school year. These requests will be
99 granted if there is capacity at the requested grade level. Any requests received during the
100 school year will be reviewed on a case-by-case basis.

101 **Programmatic Transfer Options**

102 The dual-language programs and the K-8 program at Jefferson-Houston are the only
103 program designated to receive programmatic transfers.

104

105 **Dual-Language**

106

107 If the number of students seeking programmatic transfers to the dual-language program
108 exceeds the available spaces at any grade level, then all students with new programmatic
109 transfer applications will enter a lottery for random selection. (See Table 1: Enrollment
110 Procedure Deadlines for dates)

111

112 Every student will be assigned a rank through the lottery (with siblings in the same grade
113 having the same rank). Students will be placed in the designated school program until all
114 slots are filled according to rank. The remainder will continue to attend their attendance
115 zone school. Not all designated school programs will be available in the lottery every year.

116

117 Siblings of students who have received dual-language programmatic transfers to a
118 designated school will be allowed to attend the sibling’s school even if class size caps are
119 exceeded.

120

121 Given the sequential nature of the program and its alignment with instructional program
122 requirements, students typically enter the dual-language program at kindergarten or first

123 grade. Any student seeking admission to the dual-language program during grades 2-5 will
124 be reviewed on a case-by-case basis to ensure the student can fully access and participate
125 in the appropriate grade-level dual-language curriculum.
126

127 Students who do not wish to participate in the dual-language program may participate in a
128 traditional curriculum program if available at that school. If the school is dual-language
129 only, students who opt-out will be reassigned to another school in their attendance zone
130 school's capacity-reassignment cluster with capacity at the student's grade level.
131

132 Transportation is provided for families opting in and out of this school program in
133 accordance with Policy EEA - Student Transportation Services.
134

135 **K-8 Schools**

136
137 A K-8 school shall be primarily open to students living within the attendance zone. It will
138 receive transfers from outside the attendance zone only if space is available at that grade
139 level. Students may opt into the K-8 school that is designated for their school attendance
140 zone.
141

142 Elementary students attending a K-8 school may opt-out beginning at grade 6, but not
143 before. K-5 programming in a K-8 school is consistent with services offered in a traditional
144 elementary school. Students will continue in that school through their middle school years
145 unless they choose to attend their zoned, traditional middle school.

146 Siblings of students who have received programmatic transfers will be allowed to attend
147 the sibling's school even if class size caps are exceeded.
148

149 Transportation is provided for families opting in and out of this school program in
150 accordance with Policy EEA - Student Transportation Services.

151 Students who have received programmatic transfers may request to return to their
152 attendance zone school at the start of the following school year. These requests will be
153 granted if there is capacity at the requested grade level. Any requests received during the
154 school year will be reviewed on a case-by-case basis.

155 **Modified School Calendar**

156
157 Programmatic transfers are not accepted into or out of the Modified School Calendar
158 program.
159

160 Siblings of current students who have received programmatic transfers will be allowed to
161 attend the school while the current student receiving the programmatic transfer attends the
162 school, even if class size caps are exceeded. Once the current student who has received the
163 programmatic transfer transitions to another school, the sibling must return to their
164 attendance zone school.

166 **C. Administrative Transfers**

167
168 Parents/guardians may request an administrative transfer for their child(ren) based on
169 exceptional student situations. An administrative transfer is the movement of a student from
170 one school to another, based on a parent/guardian request and designated administrator approval
171 that a student would benefit from a change in educational settings due to safety, health, or a
172 temporary or mid-year housing change. Administrative transfers are approved by the
173 Superintendent or authorized designee.

174
175 **Moves During the School Year Within the School Division**

176
177 A student who attends an ACPS school and whose family moves into another attendance
178 zone after the start of the second semester will have the option of remaining in their current
179 school, only for the duration of that school year, via administrative transfer. These
180 exceptions are subject to the student remaining in good standing for attendance, academics,
181 and behavior. Transportation will not be provided. At the start of the next school year, the
182 student will attend their attendance zone school.

183
184 **Moves to Other School Divisions**

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186 A student who attends an ACPS school, is in the highest grade offered by the school, and
187 whose family moves to another school division during the fourth quarter, will have the
188 option of remaining in their current placement for the duration of the school year via
189 administrative transfer. In addition, a twelfth-grade student who attends an ACPS school
190 and whose family moves to another school division after the start of the second semester
191 will also have the option of remaining in their current placement for the duration of the
192 school year. These exceptions are subject to the student remaining in good standing for
193 attendance, academics, and behavior. Transportation will not be provided.

194
195 Siblings of students who have received administrative transfers will be allowed to attend the
196 school while the sibling receiving the administrative transfer remains at the school even if class
197 size caps are exceeded. When the sibling receiving the administrative transfer transitions to a
198 new school the sibling must return to their attendance zone school.

199
200 Transportation is generally not provided for parent/guardian-requested administrative transfers.
201 In rare circumstances, transportation may be provided after extensive review by the
202 Superintendent or designee.

203
204 As with all other categories of transfers, all students must be registered in their attendance zone
205 school before a transfer may be requested.

206
207 Administrative transfers for temporary or mid-year housing changes are in place for the
208 remainder of the school year. The student must return to their attendance zone school, capacity
209 reassigned school, or apply for a programmatic transfer for the next school year.

210
211 If approved, administrative transfers for reasons of health and safety remain in place for the

212 number of years spanned by that school, provided:

213

214 • The child demonstrates good attendance and punctuality in accordance with Policy JED.

215

216 • The child demonstrates appropriate behavior in school.

217

218 Should the principal, the Superintendent, or the authorized designee determine that there are
219 sufficient concerns about either of the two requirements above and that the student should return
220 to their attendance zone school, the parent will be notified by May 1 of that year.

221

222 New administrative transfers will be considered only for schools where there is capacity at that
223 grade level.

224

225 The request for an administrative transfer must be submitted to the Department of Student
226 Services and Equity. Request forms can be accessed through the ACPS website or in the main
227 offices of all ACPS schools.

228

229 Students who have received administrative transfers may request to return to their attendance
230 zone school at the start of the following school year. These requests will be granted if there is
231 capacity at the requested grade level. Any requests received during the school year will be
232 reviewed on a case-by-case basis.

233

234 **D. Exceptions**

235

236 **Placement of Military Children**

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238 ACPS recognizes the contributions made by military service personnel and will work to
239 accommodate military children as provided in the Interstate Compact on Educational
240 Opportunity for Military Children (Va. Code § 22.1-360). This will include placement at
241 schools previously attended by a student prior to a change of station or in the attendance
242 zone school where the military family may reside, even if class size caps are exceeded.

243

244 In further accordance with the Interstate Compact on Educational Opportunity for Military
245 Children and Policy JHCB, the children of military families shall have 30 days from the
246 date of enrollment to obtain any required immunization(s). For a series of immunizations,
247 initial vaccinations must be obtained within 30 days.

248

249 **The Sibling Rule**

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251 Siblings of current students will be allowed to enroll in the school that their sibling attends
252 even if class size caps are exceeded. With the exception of the dual-language programmatic
253 transfers, once the older sibling transitions to the next level of schooling, the younger sibling
254 will return to their attendance zone school.

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257 **Citywide Programs for Students with Disabilities**

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259 Students enrolled in a citywide Specialized Instruction program resulting from IEP Team
260 placement are not affected by this regulation. These include programs for students with
261 emotional disabilities (ED), intellectual disabilities (ID), multiple disabilities (MD),
262 programs for students with autism (AUT), and early childhood special education (ECSE)
263 programs.

264
265 **II. Appendix**

266 **Glossary**

267 **Attendance Zone School:** The school a student is designated to attend according to their
268 residency address and the ACPS School Board-approved school attendance zones.

269 **Administrative Transfer:** Transfers from one school to another, based on a
270 parent/guardian request and designated administrator approval that a student would benefit
271 from a change in educational settings due to safety, health, or a housing change.
272 Administrative transfers are approved by the Superintendent or authorized designee.
273 Transportation is not provided for parent/guardian-requested administrative transfers.
274 Exceptions will be made by the Superintendent in cases of student homelessness.

275 **Capacity Reassignments:** Reassignments made due to specific grade levels reaching
276 capacity at the student's attendance zone school. Transportation is provided for all capacity
277 reassignments.

278 **Cluster / Capacity-Reassignment Cluster:** Groups of schools organized by proximity
279 and grade levels served.

280 **Current School:** The school a student is currently enrolled in unless otherwise indicated.

281 **Lottery:** The process used by ACPS when new student enrollment at a grade level or school
282 exceeds available space. Each student is assigned a random number to determine priority
283 placement.

284 **Programmatic Transfer:** Transfers to opt in or out of ACPS designated school programs
285 according to the specific opt in or out rules of the program. Transportation is provided for
286 programmatic transfers.

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Table 1: Enrollment Procedure Deadlines

Enrollment Procedure (Superintendent projects enrollment for the following school year (SY) by April 1)	Date	Notification/ Result to Parent/ Guardian by:
Notification that Administrative Transfer will be Rescinded (for the following SY due to attendance/behavior violations)		May 1
Modified Calendar School (MCS) Kindergarten Capacity Determination Date (Enrollment applications due)	June 1	June 1
Traditional Calendar School (TCS) Kindergarten Capacity Determination Date (Enrollment applications due)	June 15	June 15
MCS Kindergarten Lottery (Announced by June 1 if necessary)	June 15	July 1
TCS Kindergarten Lottery (Announced by June 15 if necessary)	July 1	July 15
Designated School Program Lotteries Applications Due	June 15	July 1
Designated School Program Lotteries (if necessary)	July 1	August 1

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Table 2: Student Placement and Transportation

Placement Type	Transportation Provided for Student & Siblings
Capacity Reassignment	Yes*
Programmatic Transfer	Yes*
Administrative Transfer	No
Administrative Transfer for Students Experiencing Homelessness	Yes*
Citywide Programs for Students with Disabilities	Yes*

* In accordance with Policy EEA - Student Transportation Services.

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296	Revision History
297	Established: March 11, 2010
298	Revised: April 8, 2010
299	Revised: May 8, 2013
300	Revised: September 11, 2015
301	Revised: May 19, 2016
302	Revised: July 28, 2022
303	
304	Cross Ref.:
305	IHB Class Size
306	IHB-R Regulations Pertaining to Class Size Student
307	JC/JCD Placement
308	JCE Redistricting Implementation
309	JCE-R Redistricting Implementation Regulations
310	JED Absences/Excuses/Dismissals
311	JHCB Immunizations