

SCHOOL ADMISSION REGULATIONS

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No person shall be charged tuition for admission or enrollment in the Alexandria City Public Schools (ACPS), whether on a full-time or part-time basis, who is eligible for admission under Policies JEC School Admission or JECA Admission of Children Experiencing Homelessness. School officials may not inquire into the student’s or parent/guardian’s citizenship or visa status in determining eligibility for tuition-free enrollment in the school division.

However, the school division may admit and charge tuition to a student who:

- A. Is a resident of the school division but not of school age;
- B. Is of school age and not a resident of Virginia but is temporarily living with a non-parent who resides within the school division, except as otherwise provided by law;
- C. Is of school age and resides beyond the boundaries of Virginia but near Alexandria City in the event the residing location grants equal attendance privileges to residents of the Commonwealth;
- D. Is of school age and resides on a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for whom federal funds provided under Public Law 874 of 1950, commonly known as Impact Aid, fund less than 50 percent of the total per capita cost of education in Alexandria City Public Schools exclusive of capital outlay and debt service; such students shall be eligible for interscholastic programs immediately upon enrollment, provided that such persons (i) satisfy all other requirements for eligibility and (ii) are dependents of a military service member required by the military to live on the military installation as evidenced by a statement on command letterhead signed by, or by direction of, the service member's commanding officer;
- E. Is of school age and attending a school in the Division pursuant to a foreign student exchange program approved by the School Board;
- F. Is a resident of the Commonwealth but not of the school division, except as provided in Policy JEC School Admission;
- G. Is of school age and was enrolled in a public school within the Division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to their parents/guardians to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or
- G. Is of school age and residing within the school division and is enrolled in summer programs other than remediation required under §22.1-253:13.1, or is enrolled in

38 local initiatives or programs not required by the Standards of Quality or the
39 Standards of Accreditation.

40 Eligibility for consideration does not signify acceptance of the admission application of a
41 student. Each application for admission will be considered on an individual basis. The
42 residency of persons in the above categories who reside in housing or temporary shelter, or on
43 property located in multiple jurisdictions, shall be determined in the manner set forth in Policy
44 JEC School Admission.

45 Foreign students with an F-1 immigration status or who obtain F-1 student visas shall not be
46 admitted in the division's elementary schools or publicly funded adult education programs. Such
47 students may be admitted, for a period of up to twelve (12) months, in the Division's secondary
48 schools only if they pre-pay the full, unsubsidized per capita cost of the education.

49 **Procedure for Admission**

50 The following procedure shall be followed for application and review of applications for
51 admission of students.

52 A parent/guardian of a student shall apply for admission on behalf of the student by completing
53 the school division application. The application form contains information and agreements
54 including, but not limited to:

- 55 • the current legal residence of the child and the school division in which is the child is
56 currently enrolled, if any;
- 57 • the child's unique student identification number, if any;
- 58 • the basis for requesting admission;
- 59 • the specific building and grade-level (elementary) or course offerings (secondary) in
60 which the student desires to be enrolled if accepted by the division; and,
- 61 • the agreement that the student is subject to all policies, regulations, and guidelines of the
62 school division, including the Code of Student Conduct.

63 Within fifteen (15) calendar days of receipt of the complete application and required
64 documentation, ACPS shall provide the applicant with written notification of the approval or
65 denial of the application. If the student is to be admitted, the Superintendent or superintendent's
66 designee shall and ACPS will notify the school division previously attended by the student, if
67 any, to make necessary arrangements for the transfer of student records. The notification of
68 admission shall state the period for which the student is accepted and any subsequent conditions
69 that could cause the acceptance to be terminated.

70 If the application is denied, ACPS shall notify the parent/guardian of the right to have the
71 transfer reviewed by sending a written request to the Superintendent or designee within seven (7)
72 calendar days. Applications denied based upon the student's suspension, expulsion, or
73 withdrawal of admission shall be reviewed as provided in Policy JEC School Admission. For all
74 other denials of admission, the Superintendent or designee shall respond in writing to the request
75 for review within ten (10) calendar days.

76 If the request is denied, the Superintendent or designee shall notify the parent/guardian of the

77 right to petition the School Board, upon five (5) calendar days’ prior notice, for review of the
78 decision and to have a hearing before the Board at its next regular meeting. Following the
79 hearing by the Board, a final decision shall be promptly communicated to the parent/guardian in
80 writing. If review is not requested within the timelines specified, the recommended denial of the
81 request for admission shall be submitted to the Board at its next regular meeting.

82 **Definition of Residency**

83 In alignment with the Code of Virginia and interpretations by the Virginia Attorney General, a
84 bona fide residence is one's actual or true residence, maintained in good faith, and is not a
85 temporary or superficial residence established for convenience or for the purpose of free school
86 attendance in Alexandria City Public Schools. Children living in Alexandria “for educational
87 purposes only” are not considered residents of the City of Alexandria.

88 **Documentation of Residency**

89 A parent/legal guardian of a student enrolling in ACPS has the burden of providing the necessary
90 documentation to verify City of Alexandria residency. It is the responsibility of the parent/legal
91 guardian or adult student to notify the school in the event that the student and/or the parent/legal
92 guardian has a residency change. Notification of a residency change should happen within three
93 (3) calendar days.

94 **Proof of Alexandria City Residency –THREE FORMS**

95 **Any ONE** of the following documents must be submitted for verification of residency within the
96 City of Alexandria. Only originals of documents will be accepted (no copies). Supporting
97 documents must be current and where indicated, dated within the past 60 days.

- 98 • Lease agreement (current document with dates, legal guardian’s signature and address)
- 99 • Deed, with a real-estate property tax receipt in the legal guardian’s name
- 100 • Purchase settlement documents

101 **and TWO** supporting documents noting parent’s/legal guardian’s name and property address:

- 102 • Utility bill (water, gas, electric, cable, and/or landline phone)-within the past 60 days
- 103 • Current personal Alexandria property tax bill/receipt (vehicle, boat, RV, etc.)
- 104 • Mailed letter from a government agency (TANIF, HUD, IRS, etc.)
- 105 • Current pay stub (noting Virginia tax withholding) within the past 60 days
- 106 • Latest federal/state income tax return (cover page only)
- 107 • 2 consecutive bank statements (mailed within the past 60 days)
- 108 • Current vehicle registration from the Department of Motor Vehicles (DMV)
- 109 • Current homeowner’s or renter’s insurance policy

110 **Shared Housing Residents**

111 If living in shared housing, a notarized Shared Housing A/B Form will be required with an
112 original copy of the homeowner’s deed (with a tax bill) or an original copy of the lease for the
113 person with whom the student and parent/legal guardian are living. Additionally, the parent/legal

114 guardian or adult student is required to provide two supporting documents (in the parent’s/legal
115 guardian’s or adult student’s name) as listed above. It is the requirement of the parent/legal
116 guardian or adult student to provide the school with a renewed Shared Housing A/B Form, and
117 supporting documents, within five (5) calendar days of expiration of the previous form.

118 **Kinship Care**

119 Kinship care is defined as the full-time care, nurturing, and protection of a child by relatives.
120 Kinship care is temporary in nature and is not for educational purposes. A parent/legal guardian
121 of a student enrolling in ACPS has the burden of providing the necessary documentation to
122 verify the student’s legal custodian and/or kinship care arrangement. The parent/legal guardian
123 and kinship care guardian must complete the Kinship Care Affidavit (A and B) and attach all
124 supporting documentation. A current Kinship Care Affidavit and supporting documentation must
125 be filled out annually at least 2 weeks prior to the start of school each year. In the event that the
126 student has a change in custody or care, it is the responsibility of the parent/legal guardian to
127 notify the school within thirty (30) calendar days. Separate affidavits are required in instances of
128 multiple students. Kinship Care Affidavit must be resubmitted annually.

129 **Residency Review**

130 ACPS may require, after initial enrollment, updated documentation of residency in the City of
131 Alexandria. In addition to individual verification, ACPS reserves the right to initiate specific
132 grade-level or school-wide residency verification activities. The burden of providing evidence of
133 continued residence within the City of Alexandria is on the parent/legal guardian, adult student
134 or individual acting on behalf of the student.

135 ACPS may revoke a finding of residency if it becomes aware of evidence showing that a student
136 is not a bona fide resident of the City of Alexandria, has changed residency to another locality, or
137 the parent/guardian has made false statements concerning custody, guardianship or kinship care.
138 Any person(s) who knowingly makes a false statement concerning the residency of a student in
139 ACPS for the purposes of convenience or avoiding tuition charges may be guilty of a Class 4
140 Misdemeanor, under § 22.1-264.1 of the Code of Virginia. Additionally, they may be held
141 liable to ACPS, as a result of making false statements, for tuition during the time that the student
142 was enrolled. Any decision by a school administrator or the Residency Verification Specialist
143 (RVS) to deny or revoke a finding of residency may be appealed to the Department of Student
144 Services, Alternative Programs and Equity in writing within five (5) calendar days.

145 **Tuition Rate**

146 The tuition rate shall be set by the Superintendent for each academic year in alignment with
147 Policy JN Student Fees, Fines, and Charges.

148 **Transportation**

- 149 • Transportation is provided in accordance with Policy EEA Student Transportation
150 Services.

- 151 Established: December 5, 1996
- 152 Revised: July 10, 1997
- 153 Revised: October 5, 2000
- 154 Revised: June 19, 2003
- 155 Revised: June 26, 2007
- 156 Revised: June 18, 2015
- 157 Revised: June 5, 2018
- 158 Revised: July 6, 2018
- 159 Revised: May 5, 2022

- 160 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-5, 22.1-260, and
- 161 22.1-287.02

- 162 1999 Va. Op. Atty. Gen. 105

- 163 Cross Refs.: EEA Student Transportation Services
- 164 JEC School Admission
- 165 JECA Admission of Children Experiencing Homelessness
- 166 JFC Student Conduct
- 167 JN Student Fees, Fines, and Charges
- 168 JO Student Records

SHARED HOUSING: FORM A

PROOF OF CITY OF ALEXANDRIA RESIDENCY
ALEXANDRIA CITY PUBLIC SCHOOLS
1340 Braddock Place
Alexandria, VA 22314
STATEMENT OF PARENT(S)/GUARDIAN(S)

I hereby affirm that I am residing with _____
(Name of City of Alexandria Resident)

(Address) (Home Phone) (Work Phone)

The names of my children also residing with me at the above address are:

Name(s)	Age(s)	Attending School(s)

Please read and initial the following statements:

- I understand that enrollment of my child(ren) in the Alexandria City Public Schools (ACPS) is based on my statement, and if this statement is false, I understand that I am liable for payment of full tuition for my child(ren). I hereby waive my rights to confidentiality of information relative to my residence and understand that ACPS will use whatever legal means it has at its disposal to verify my residence. Under §22.1-264.1 of the Code of Virginia, any person who knowingly makes a false statement concerning the residency of a child for the purpose of avoiding tuition, shall be guilty of a Class 4 misdemeanor.
- I also agree to notify the principal or designee of any change of residence of myself or my child(ren) within three (3) days of such change.
- I also understand that supporting documentation in my name (i.e. second form of residency verification) is required to be submitted along with this form as noted in School Board Regulation JEC-R (School Admission).

***This form is valid for six months from the date of application. Continued enrollment after such time requires completing a new application and providing appropriate documentation. Failure to do so will result in withdrawal of the named child(ren) from the Alexandria City Public Schools.**

Printed Name of Parent/Guardian (Home Phone) (Work Phone)

Signature *Date

I hereby certify that on this ____ day of _____, the above subscribers personally appeared before me and made oath in due form of the law that the foregoing facts are true to the best of their knowledge, information, belief, under penalty of perjury.

My Commission Expires ____/____/____ Notary Public _____

To Be Completed by School Personnel

___ Entered date in Power School	___ Student ID # _____
___ Submitted copy to Department of Student Services	___ Please forward copy to sibling(s) school

PROOF OF CITY OF ALEXANDRIA RESIDENCY
ALEXANDRIA CITY PUBLIC SCHOOLS
1340 Braddock Place
Alexandria, VA 22314
STATEMENT OF CITY OF ALEXANDRIA RESIDENT

I hereby affirm that I reside at:

Street Address

City State Zip Code

(A copy of the City of Alexandria Resident’s Mortgage, Current Lease Agreement, or Deed with a copy of the current property tax bill must accompany this form.)

Living with me are the adults listed below who have school-age children to be enrolled in Alexandria City Public Schools:

Name(s) of adult(s) residing with me:	Name(s) of their children(s) residing with me:

Please read and initial the following statements:

- I understand that enrollment in the Alexandria City Public Schools (ACPS) of the child(ren) of the adult(s) identified on **FORM A** is based on my statement. If this statement is false, I understand that I am liable for payment of full tuition of the child(ren). Under §22.1-264.1 of the Code of Virginia, any person who knowingly makes a false statement concerning the residency of a child for the purpose of avoiding tuition, shall be guilty of a Class 4 misdemeanor.
- I will notify the principal or designee of any change of residence of the named adult(s) or child(ren) within three (3) days of such change.
- I understand that the adult(s) listed above is/are required to provide supporting documentation in their name (i.e. second form of residency verification) along with this form as noted in School Board Regulation JEC-R (School Admission).

***This form is valid for six months from the date of application or until the named applicant ceases to reside in the City of Alexandria. If the applicant continues to be an Alexandria resident after six months, a new form and supporting documents must be submitted. Failure to do so will result in withdrawal of the named child(ren) from the Alexandria City Public Schools.**

Printed Name of City of Alexandria Resident (Home Phone) (Work Phone)

Signature of City of Alexandria Resident *Date

I hereby certify that on this ___ day of _____, the above subscribers personally appeared before me and made oath in due form of the law that the foregoing facts are true to the best of their knowledge, information, belief, under penalty of perjury.

My Commission Expires ___/___/___ Notary Public _____

To Be Completed by School Personnel

____ Entered date in PowerSchool _____ Student ID # _____
Submitted copy to Department of Student Services _ Please forward copy to sibling(s) school