

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

SCHOOL ADMISSION

A person of school age (i.e., a person who will have reached their fifth birthday on or before September 30th of the school year and who has not reached 20 years of age on or before August 1st of the school year) is eligible for admission on a non-tuition basis if residing in the Alexandria City school division or if eligible for admission under policy JECA Admission of Children Experiencing Homelessness.

A person of school age shall be deemed to reside in the school division:

- When the person is living with a natural parent or parent by legal adoption who actually resides in the City of Alexandria;
- When, in accordance with the provisions of Va. Code § 22.1-360 of the Interstate Compact on Educational Opportunity for Military Children, the person is living with a noncustodial parent or other person standing *in loco parentis*, not solely for school purposes, pursuant to a Special Power of Attorney executed under 10 United States Code § 1044b by the custodial parent;
- When the parents of such person are, deceased and the person is living with a person *in loco parentis* who actually resides within the school division;
- When the parents of such person are unable to care for the person and the person is living, not solely for school purposes, with another person who resides in the school division and is either
 - (i) the court-appointed guardian, or has legal custody, of the person,
 - (ii) acting *in loco parentis* pursuant to placement of the person for adoption by a person or entity authorized to do so under § 63.2-1220, or
 - (iii) an adult relative providing temporary kinship care as that term is defined in Va. Code § 63.2-100. Both parents and the relative providing kinship care must submit signed, notarized affidavits
 - a) explaining why the parents are unable to care for the person,
 - b) detailing the kinship care arrangement, and
 - c) agreeing that the kinship care provider or a parent will notify the school within 30 days of when the kinship care arrangement ends.

The parent must also provide a power of attorney authorizing the adult relative to make educational decisions regarding the person. If the kinship care arrangement lasts more than one year, the school division must receive continued verification directly from both departments of social services that the parents are unable to care for the person and that the kinship care arrangement serves a legitimate purpose other than school enrollment;
- When the person is living in the school division not solely for school purposes, as an emancipated minor; or
- When all or any portion of the building in which the person resides (i) with another person as set forth in the first through fourth bullets above or (ii) as an emancipated minor as set forth in the fifth bullet above is taxable by the locality in which the school division is located; or
- When the person has been placed in a foster care placement within the school division by a local social services agency.
 - No person of school age who is the subject of a foster care placement will be charged tuition regardless of whether the child is attending the school in which they

- 46 were enrolled prior to the most recent foster care placement or is attending a school
47 in the receiving school division.
- 48 ○ The sending and receiving school divisions will cooperate in facilitating the
49 enrollment of any child placed in foster care across jurisdictional lines to enhance
50 continuity of instruction. The child will be allowed to continue to attend the school
51 in which they were enrolled prior to the most recent foster care placement, upon
52 joint determination of the placing social services agency and the school division
53 that such attendance is in the best interest of the child.

54

55 For purposes of this policy, a person meeting any of the above requirements shall be deemed to
56 reside in the school division if (i) the person lives in housing or temporary shelter that is wholly
57 or partially situated within the Alexandria City school division; or (ii) in the event of joint custody,
58 the person must spend the majority of school nights with a parent/guardian as defined above
59 residing within the Alexandria City school division.

60 Certain other students may be admitted into the public schools of the division and may be charged
61 tuition in accordance with § 22.1-5 of the Code of Virginia and pursuant to Alexandria City School
62 Board regulations including Regulation JEC-R School Admission.

63 **Children of Non-Resident ACPS Employees**

64 On an annual basis the Superintendent determines the number of Non-Resident Employee
65 Transfers that can be made available to children of non-City resident employees and the locations
66 of those Transfers based on school and division enrollment capacity. If space is available, current
67 Alexandria City Public Schools (ACPS) employees who reside outside of the City of Alexandria
68 may apply to enroll their children in ACPS on a reduced rate or tuition-free basis.

69 **Children of Persons on Active Military Duty**

70 No child of a person on active military duty attending a school free of charge in accordance with
71 this policy will be charged tuition by the school division

- 72 ● upon such child's relocation to military housing located in another school division in the
73 Commonwealth, pursuant to order received by such child's parent to relocate to base
74 housing. Such children will be allowed to continue attending school in the school division
75 and are not charged tuition for attending such school.
- 76 ● upon such child's relocation pursuant to orders received by such child's parent to relocate
77 to a new duty station or to be deployed. Such children are allowed to remain enrolled in
78 the current school division free of tuition through the end of the school year; and
- 79 ● that will be the child's school division of residence once the child's service member parent
80 is relocated pursuant to orders received. Such a child will be allowed to enroll in the school
81 division of the child's intended residence if documentation is provided, at the time of
82 enrollment, of military orders of the service member parent or an official letter from the
83 service member's command indicating such relocation. Documentation indicating a
84 permanent address within the school division must be provided to the school division
85 within 120 days of a child's enrollment or tuition may be charged, including tuition for the
86 days since the child's enrollment in school. In the event that the child's service member
87 parent is ordered to relocate before the 120th day following the child's enrollment, the

88 school division will not charge tuition. Students eligible to enroll in the school division in
89 accordance with this policy because they are the children of military personnel on active
90 military duty who will reside in the division may register, remotely or in-person, for
91 courses and other academic programs and participate in the lottery process for charter
92 schools and college partnership laboratory schools in the school division at the same time
93 and in the same manner as students who reside in the division. The assignment of the school
94 such child will attend will be determined by the school division.

95 Such children are counted in the average daily membership of the school division in which
96 they are enrolled. Further, the school division in which such children are enrolled subsequent
97 to relocation to base housing is not responsible for providing for their transportation to and
98 from school.

99 **Children of Certain Federal Employees**

100 Children of federal employees serving under orders pursuant to Title 22 or 50 of the United States
101 Code are eligible for enrollment in ACPS provided that the documents required by Va. Code §§
102 22.1-3.1 and 22.1-3.2 are provided and subject to the authority of the school division to exclude
103 such children from attendance pursuant to Va. Code § 22.1-277.2 or if such children have been
104 found guilty or adjudicated delinquent for any offense listed in subsection G of Va. Code § 16.1-
105 260 or any substantially similar offense under the laws of any state.

106 Students may enroll in ACPS if the division is the student's intended residence if documentation
107 is provided at the time of enrollment of Title 22 or 50 orders of the federal employee parent.
108 Documentation indicating a permanent address within the school division must be provided to the
109 school division within 120 days of a student's enrollment or tuition may be charged, including
110 tuition for the days since the student's enrollment. In the event that the federal employee parent is
111 ordered to relocate under Title 22 or Title 50 orders before the one hundred twentieth day following
112 the student's enrollment, the school division will not charge tuition. Students eligible to enroll in
113 the school division pursuant to this section may register, remotely or in person, for courses and
114 other academic programs and participate in the lottery process for charter schools and college
115 partnership laboratory schools in the school division at the same time and in the same manner as
116 students who reside in the division. The assignment of the school that such student will attend will
117 be determined by the school division.

118 "Children of federal employees serving under orders pursuant to Title 22 or 50 of the United States
119 Code" means school-age children, enrolled in kindergarten through grade 12, in the household of
120 a federal employee serving under orders pursuant to Title 22 or 50 of the United States Code.

121 **ADDITIONAL ADMISSION REQUIREMENTS**

122 A. Except as otherwise provided below, no student is admitted for the first time to any public
123 school in any school division in Virginia unless the person enrolling the student presents,
124 upon admission, a certified copy of the pupil's birth record. The principal or designee
125 records the official state birth number from the student's birth record into the student's
126 permanent school record and may retain a copy in the student's permanent school record.
127 If a certified copy of the student's birth record cannot be obtained, the person so enrolling
128 the student must submit an affidavit setting forth the student's age and explaining the

- 129 inability to present a certified copy of the birth record. If the school division cannot
130 ascertain a child's age because of lack of a birth certificate, the child will nonetheless be
131 admitted into the public schools if the division Superintendent determines that the person
132 submitting the affidavit presents information sufficient to estimate with reasonable
133 certainty the age of such child.
- 134 B. If the student seeking enrollment is experiencing homelessness as defined in § 22.1-3 of
135 the Code of Virginia, the school immediately enrolls such student in accordance with
136 policy JECA.
- 137 C. To support the safety of children, if a certified copy of the birth record is not provided,
138 ACPS works with the registering adult to confirm they are the parent/guardian. In the
139 event ACPS feels that the child is in danger, ACPS will notify the local law enforcement
140 agency. The notice to the local law enforcement agency includes ACPS's concerns about
141 the child's safety, copies of the submitted proof of the pupil's identity and age and affidavit
142 explaining the inability to produce a certified copy of the birth record.
- 143 D. Within 14 days after enrolling a transfer student, the administration shall request
144 documentation that a certified copy of the pupil's birth record was presented when the
145 pupil was enrolled in the former school.
- 146 E. ACPS assigns a unique student identification number, determined in accordance with a
147 system developed by the Virginia Department of Education (VDOE), to each student
148 enrolled in the division. No student identification number includes or is derived from the
149 student's social security number. Each student retains the student's identification number
150 for as long as the student is enrolled in a public elementary or secondary school in Virginia.
- 151 F. Tuition rates are established each year in accordance with the provisions of §22.1-5 of the
152 Code of Virginia and the division's Strategic Plan.
- 153 G. Prior to admission to ACPS, the parent, guardian, or other person having control or charge
154 of the child must provide, upon registration:
- 155 a. a sworn statement or affirmation indicating whether the student has been expelled
156 from school attendance at a private school or in a public school division of the
157 Commonwealth or another state for an offense in violation of school board policies
158 relating to weapons, alcohol, or drugs, or for the willful infliction of injury to
159 another person. This document is maintained as a part of the student's scholastic
160 record; and
- 161 b. a sworn statement or affirmation indicating whether the student has been found
162 guilty of or adjudicated delinquent for any offense listed in subsection G of Va.
163 Code §16.1-260 or any substantially similar offense under the laws of any state, the
164 District of Columbia, or the United States or its territories. This document is
165 maintained by the Superintendent and by any others to whom he disseminates it,
166 separately from all other records concerning the student. However, if the school
167 administrators or the Board takes disciplinary action against a student based upon
168 an incident which formed the basis for the adjudication of delinquency or
169 conviction for an offense listed in subsection G of §16.1-260, the notice will

170 become a part of the student’s disciplinary record.

171 When the child is registered as a result of a foster care placement, the information required
172 under this subsection must be furnished by the local social services agency or licensed
173 child-placing agency that made the placement.

174 H. A student, who has been expelled or suspended for more than thirty days from attendance
175 at school by a School Board or a private school in Virginia or another state or for whom
176 admission has been withdrawn by a private school in Virginia or another state, may be
177 excluded from attendance in ACPS regardless of whether such student has been admitted
178 to another school division or private school in Virginia or in another state subsequent to
179 such expulsion, suspension, or withdrawal of admission upon a finding that the student
180 presents danger to the other students or staff of the school division after (i) written notice
181 to the student and their parent/guardian that the student may be subject to exclusion,
182 including the reasons therefore, and notice of the opportunity for the student or their
183 parent/guardian to participate in a hearing to be conducted by the Superintendent or
184 designee regarding such exclusion; and (ii) a hearing of the case has been conducted by
185 the Superintendent or designee; (iii) the equitable treatment of the student has been
186 considered in the decision; and the decision has been to exclude the student from
187 attendance. In the case of a suspension of more than thirty days, the term of the exclusion
188 may not exceed the duration of the suspension. The decision of the Superintendent or
189 designee to exclude the student is final unless altered by the School Board upon written
190 petition filed within 15 days of the decision to exclude the student by the student or the
191 student’s parent, for a review of the record by the School Board.

192 Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission,
193 which period is established by the Board, committee thereof, or Superintendent or
194 designee, as the case may be, at the relevant hearing, the student may petition the Board
195 for readmission. If the petition for readmission is rejected, the Board identifies the length
196 of the continuing exclusion period and the subsequent date upon which such student may
197 petition the Board for readmission.

198 For the purposes of this section, the Superintendent’s designee must be a (i) trained hearing
199 officer or (ii) professional employee within the administrative offices of the school division
200 who reports directly to the Superintendent and who is not a school-based instructional or
201 administrative employee.

202 In excluding any such expelled student from school attendance, the Board may accept or
203 reject any or all conditions for readmission imposed upon such student by the expelling
204 school board pursuant to Va. Code § 22.1 277.06. The excluding school board may not
205 impose additional conditions for readmission to school.

206 I. This policy does not preclude contractual arrangements between the Alexandria City
207 School Board and agencies of the federal government or the school board of another
208 jurisdiction to permit students not otherwise eligible to attend Alexandria City Public
209 Schools.

210 J. Prior to admission, the student must document compliance with, or eligibility for

211 exemption from, the physical examination and immunization requirements contained in
 212 sections 22.1-270, 22.1-271.2 and 32.1-46 of the Code of Virginia and policies JHCA
 213 Physical Examinations and JHCB Student Immunizations.

214 If the person enrolling a child who has been placed in foster care by a local social services
 215 agency is unable to produce a report of a comprehensive physical examination and/or proof
 216 of immunization, the student is immediately enrolled; however, the person enrolling the
 217 child must provide a written statement that, to the best of their knowledge, the student is in
 218 good health and is free from communicable or contagious disease. In addition, the placing
 219 social service agency must obtain and produce the required documents or otherwise ensure
 220 compliance with the statutory requirements for the foster child within 30 days after the
 221 child's enrollment.

222 Adopted: December 5, 1996

223 Amended: July 10, 1997

224 Amended: June 23, 1999

225 Amended: June 21, 2001

226 Amended: June 19, 2003

227 Amended: May 6, 2004

228 Amended: June 15, 2004

229 Amended: July 1, 2005

230 Amended: June 15, 2006

231 Amended: June 26, 2007

232 Amended: July 1, 2011

233 Amended: June 21, 2012

234 Amended: August 23, 2013

235 Amended: June 18, 2015

236 Amended: May 5, 2022

237 Amended: December 14, 2023

238 Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-3.1, 22.1-3.4.
 239 22.1-5, 22.1-255, 22.1-260, 22.1-270, 22.1-277, 22.1-288.2, 32.1-46, 63.2-900,
 240 and 63.2-1200.

241 2007 Va. Opin. AG 07-015.

242 1987-88 Va. Opin. AG 374.

243 Cross Refs: JC/JCD-R ACPS Student Placement Regulations

244 JEC-R School Admissions

245 JECA Admission of Homeless Students

246 JHCA Physical Examinations

247 JHCB Immunization of Students

248 JGGD/JGE Student Suspension/Expulsion