

SCHOOL ADMISSION REGULATIONS

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No person is 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

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

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

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

47 **Procedure for Admission**

48 The following procedure is followed for application and review of applications for admission of
49 students.

50 A parent/legal guardian of a student must apply for admission on behalf of the student by
51 completing the ACPS application. The application form contains information and agreements
52 including, but not limited to:

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

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

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

73 If the request is denied, the Superintendent or designee notifies the parent/legal guardian of the
74 right to petition the Alexandria City School Board, upon five (5) calendar days' prior notice, for
75 review of the decision and to have a hearing before the Board at its next regular meeting. Following

76 the hearing by the Board, a final decision will be promptly communicated to the parent/legal
77 guardian in writing. If review is not requested within the timelines specified, the recommended
78 denial of the request for admission shall be submitted to the Board at its next regular meeting.

79 **Definition of Residency**

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

85 **Documentation of Residency**

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

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

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

- 95 ● Lease agreement (current document with dates, legal guardian’s signature and address)
- 96 ● Deed, with a real-estate property tax receipt in the legal guardian’s name
- 97 ● Purchase settlement documents

98 **and TWO** supporting documents noting parent’s/legal guardian’s name and property address
99 such as:

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

108 **Shared Housing Residents**

109 If living in shared housing, a notarized Shared Housing A/B Form is required with an original copy
110 of the homeowner’s deed (with a tax bill) or an original copy of the lease for the person with whom
111 the student and parent/legal guardian are living. The parent/legal guardian or adult student is
112 required to provide two supporting documents (in the parent’s/legal guardian’s or adult student’s
113 name) as listed above.

114 It is the responsibility of the parent/legal guardian or adult student to provide the school with an
115 updated Shared Housing A/B Form, and supporting documents, within five (5) calendar days of
116 expiration of the previous form.

117 **Kinship Care**

118 Kinship care is defined as the full-time care, nurturing, and protection of a child by relatives.
119 Kinship care is temporary in nature and is not for educational purposes. A parent/legal guardian of
120 a student enrolling in ACPS has the responsibility of providing the necessary documentation to
121 verify the student's legal custodian and/or kinship care arrangement. The parent/legal guardian
122 and kinship care guardian must complete the Kinship Care Affidavit (A and B) and attach all
123 supporting documentation.

124 A current Kinship Care Affidavit and supporting documentation must be filled out annually at least
125 2 weeks prior to the start of school each year. In the event that the student has a change in custody
126 or care, it is the responsibility of the parent/legal guardian to notify the school within thirty (30)
127 calendar days. Separate affidavits are required in instances of multiple students. Kinship Care
128 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 or
134 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 liable
141 to ACPS, as a result of making false statements, for tuition during the time that the student was
142 enrolled.

143 Any decision by a school administrator or the Residency Verification Specialist (RVS) to deny or
144 revoke a finding of residency may be appealed to the Department of Student Services, and Equity
145 in writing within five (5) calendar days. The appeal will be conducted by the Executive Director
146 of Student Services & Equity or their designee.

- 147 ● An appeal process meeting will be scheduled within 3 calendar days.
- 148 ● Appeal meetings may occur in-person or over the phone. In-person meetings must be
149 scheduled in advance to ensure all parties are available to attend.
- 150 ● Any documentation presented to refute the withdrawal will be verified.

- 151 ● ACPS will conduct a home visit to verify the physical presence of family members within
152 3 calendar days of the appeal meeting. Students will remain in attendance during the appeal

153 meeting.

154 **Tuition Rate**

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

157 **Transportation**

158 Transportation is provided in accordance with Policy EEA Student Transportation Services.

159 Established: December 5, 1996

160 Revised: July 10, 1997

161 Revised: October 5, 2000

162 Revised: June 19, 2003

163 Revised: June 26, 2007

164 Revised: June 18, 2015

165 Revised: June 5, 2018

166 Revised: July 6, 2018

167 Revised: May 5, 2022

168 Amended: December 14, 2023

169 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-5, 22.1-260, and
170 22.1-287.02

171 1999 Va. Op. Atty. Gen. 105

172 Cross Refs.: EEA Student Transportation Services

173 JEC School Admission

174 JECA Admission of Children Experiencing Homelessness

175 JFC Student Conduct

176 JN Student Fees, Fines, and Charges

177 JO Student Records