

## SCHOOL ADMISSION REGULATIONS

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 or JECA. School officials may not inquire into the student'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 thereto in a state or the District of Columbia, which grants equal attendance privileges to residents of the Commonwealth;
- D. Is of school age and attending a school in the Division pursuant to a foreign student exchange program approved by the School Board;
- E. Is a resident of the Commonwealth but not of the school division, except as provided in Policy JEC;
- F. 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 his/her 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 local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation.

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

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

### **Procedure for Admission**

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

A parent or guardian of a student shall apply for admission on behalf of his/her child by completing the school division application. The application form shall contain information and agreements including, but not limited to:

- the current legal residence of the child and the school division in which he/she is currently enrolled;
- the child's unique student identification number, if applicable;
- the basis for requesting admission;
- the specific building and grade-level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the Division; and
- the agreement that the student is subject to all policies, regulations, and guidelines of the school division, including the Code of Student Conduct.

Within fifteen (15) calendar days of receipt of the complete application and required documentation, ACPS shall provide the applicants with written notification of the approval or denial of the application. If the student is to be admitted, the Superintendent shall recommend the admission to the School Board, and ACPS shall notify the school division previously attended by the student to make necessary arrangements for the transfer of student records. The notification of admission shall state the period for which the student is accepted, or any subsequent condition that could cause the acceptance to be terminated.

If the application is denied, ACPS shall notify the parent or guardian of the right to have the transfer reviewed by sending a written request to the Superintendent or designee within seven (7) calendar days. Applications denied based upon the student's suspension, expulsion, or withdrawal of admission shall be reviewed as provided in Policy JEC. For all other denials of admission, the Superintendent or designee shall respond in writing to the request for review within ten (10) calendar days. If the request is denied, the Superintendent or designee shall notify the parent/guardian of the right to petition the School Board, upon five (5) calendar days' prior notice, for review of the decision and to have a hearing before the Board at its next regular meeting. Following the hearing by the Board, a final decision shall be promptly communicated to the parent/guardian in writing. If review is not requested within the timelines specified, the recommended denial of the request for admission shall be submitted to the Board at its next regular meeting.

### **Definition of Residency**

A bona fide residence is one's actual or true residence, maintained in good faith, and is not a temporary or superficial residence established for convenience or for the purpose of free school attendance in Alexandria City Public Schools.

### **Documentation of Residency**

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

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

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

- Lease agreement (current document with dates, legal guardian's signature and address)
- Deed, with a real-estate property tax receipt in the legal guardian's name
- Mortgage contract

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

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

### **Shared Housing Residents**

If living in shared housing, a notarized Shared Housing A/B Form will be required with an original copy of the homeowner's mortgage, deed (with a tax bill) or an original copy of the lease for the person with whom the student and parent/legal guardian are living. Additionally, the parent/legal guardian or adult student is required to provide two supporting documents (in the parent's/legal guardian's or adult student's name) as listed above. It is the requirement of the parent/legal guardian or adult student to provide the school with a renewed Shared Housing A/B Form, and supporting documents, within five (5) calendar days of expiration of the previous

form.

### **Kinship Care**

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

### **Residency Review**

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

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

### **Tuition Rate**

The tuition rate shall be set by the Superintendent for each academic year.

### **Transportation**

Transportation shall not be furnished to nonresident students except in those cases where:

- agreements between school divisions specify transportation services; or
- federal or state legislation mandates the provision of transportation services.

Established: December 5, 1996

Revised: July 10, 1997

Revised: October 5, 2000  
Revised: June 19, 2003  
Revised: June 26, 2007  
Revised: June 18, 2015  
Revised: June 5, 2018  
Revised: July 6, 2018

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

Cross Refs.: JEC School Admission  
JECA Admission of Homeless Children

**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.

**SHARED HOUSING: FORM A**

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.



**SHARED HOUSING: FORM B**

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