

STUDENTS

ADMISSION AND ATTENDANCE

§8-20 School Assignment

Students will attend the schools designated by the School Board to serve the area in which they reside, except as hereinafter provided:

1. A student whose residence changes from one school attendance area to another within the county during the school year may, upon request of the parent or guardian, complete that school year in the school in which the student was originally enrolled, provided that the parent or guardian provide any necessary transportation to and from school.
2. A student whose residence changes from one school attendance area to another within the county during his or her junior year of high school may, upon request of the parent or guardian, complete his or her senior year at the school in which he or she was enrolled prior to the change of residence, provided that the parent or guardian provide any necessary transportation to and from school.
3. A student may be assigned to a school other than that which he or she would normally attend if the regular assignment causes undue hardship upon the family or student or if the student is an elementary school student, whose parent or guardian is a full-time LCPS employee, at that school and who resides within Loudoun County. Such request for reassignments shall be initiated by the parent or guardian and shall be approved only if space is available at the school to which the student would be reassigned. Parents or guardians who make such request must agree to provide any necessary transportation to and from school. Full-time LCPS employees making a special assignment request for elementary school will be notified of the status or the decision on the request no later than May 30th based on the latest adopted projections for the following year.
4. A student may be assigned to attend a school other than that which he or she would normally attend for the purpose of placement in an appropriate instructional program. Transportation for such students will be provided by the school system.
5. A student who enters or transfers to any school after the beginning of the school year may be assigned to a school other than that which he or she would normally attend if the school to which he or she would normally be assigned is overcrowded. Transportation for such students will be provided by the school system.

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6. A student whose family is in the process of buying, building, renting, or leasing a home in an attendance area other than the one in which they presently reside may be assigned to the school that the student will attend when the family moves into its new home, provided that the parent or guardian requests such assignment, the purchase, construction, renting or leasing of such home will be completed within a reasonable time, and the parents provide any necessary transportation to and from school.
7. A student whose family is in the process of buying, building, renting or leasing a home in Loudoun County but is not presently residing in Loudoun County may be assigned to the school that the student will attend when the family moves into its new home, provided that the parent or guardian requests such assignment, the purchase, construction, renting or leasing of such home will be completed within a reasonable time, and the parents provide any necessary transportation to and from school.
8. A tuition student may be assigned to a school that best serves the needs of that student provided that space is available and the parents provide any necessary transportation.
9. A student whose family moves out of Loudoun County to another political subdivision of Virginia may complete the semester in which the move takes place in the school that he or she has attended without payment of tuition, provided that (1) the student is left under the supervision of a responsible adult living in the attendance area of that school or (2) the parents provide transportation for the student to and from school.
10. A family whose high school attendance boundary has been changed by the School Board and who:
 - a. has a senior who is required to attend the previous high school or has a senior who has elected and been granted permission to attend the previous high school rather than switch to another school for their senior year, and

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- b. has one or more siblings who are assigned to another high school in the same year the senior attends the previous high school,

will be given the option of having all such high school students in the family attend the high school that the senior is attending for that school year and, should they also choose, for the remainder of the younger sibling(s)' high school career.

Transportation will not be provided to any younger siblings qualifying for this option after the year of graduation of the senior who was initially required or permitted to remain at their previous school for their senior year.

11. A student whose residence has been reassigned to another elementary school by the School Board due to a boundary change, will be given the option of continuing to attend the previous elementary school if:
 - a. the student is attending the previous elementary school at the time of the boundary change,
 - b. the student resides within the walk zone for the previous elementary school at the time of the boundary change, and
 - c. the number of students residing in the walk zone of the previous elementary school at the time of the boundary change does not exceed the school's capacity, provided that the student remains eligible to walk to the previous elementary school.
12. All reassignments and transfers under this policy shall be done in a non-discriminatory manner, except that reassignments and transfers shall not have a cumulative effect of reducing desegregation.
13. All requests of parents or guardians for assignment of students under this policy shall be made in writing to the Assistant Superintendent for Pupil Services, and shall give complete particulars on the reasons for the requested assignment and other conditions stated in this policy.

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14. Any parent or guardian who is dissatisfied with the decision of the Assistant Superintendent for Pupil Services with respect to an assignment made under this policy shall have the right to appeal this decision to the Division Superintendent.
15. Decisions of the Division Superintendent may be appealed to the School Board in accordance with Policy §2-20.

Adopted: 8/11/70

Revised: 1/11/89, 6/22/93, 7/1/97, 10/9/01, 8/9/05, 9/23/08

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