Welcome Center
Loudoun County Public Schools

How to Find Us

Loudoun County Public Schools
Administration Building
21000 Education Court
Ashburn, VA 20148
(571) 252–1680

From the East:
Travel West on Route 7 [Harry Byrd Hwy.]
Take the Claiborne Parkway ramp towards VA-901 S [Claiborne].
Turn RIGHT (W) on Broadlands Blvd.
Turn RIGHT (N) on Education Court.

From the West:
Travel East on Route 7 [Harry Byrd Hwy.]
Take the Belmont Ridge ramp towards VA-659 S [Belmont Ridge].
Turn LEFT (E) on Broadlands Blvd.
Turn LEFT (N) on Education Court.

From Dulles South Area:
Travel North on Route 606 [Loudoun County Pkwy].
Turn LEFT (W) on Route 617 [Evergreen Mills Road].
Turn RIGHT (N) on Route 659 [Belmont Ridge Rd].
Turn RIGHT (E) on Broadlands Blvd.
Turn LEFT (N) on Education Court.

For more information, please visit our website:
www.lcps.org/WelcomeCenter

Empowering all students to make meaningful contributions to the world.
- LCPS

21000 Education Court, Suite 510
Ashburn, Virginia 20148
(571) 252–1680
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WelcomeCenter@lcps.org

Our Team
Jennifer Ferrance, Coordinator
Lucia Chang, Liaison

Assessment Team
Laura Castillo Gomez
Nicole Broderick

Counseling Team
Zehra Tekin
Marissa Yzita

Family Engagement Team
Sonia Mendoza

We could not provide premium service to our students, families, and schools without help from our Welcome Center Screeners, who are current and former teachers dedicated to delivering consistent, quality assessments.
How do I enroll my student in school?

- Enrollment to Loudoun County Public Schools (LCPS) begins at the student’s home school.
- If a language other than English is indicated on the Home Language Information section of the LCPS student registration form, the school registrar submits a request to the Welcome Center.

Who visits the Welcome Center?
The Welcome Center reviews the request:

- If an appointment is necessary, the Welcome Center will contact the student’s family to schedule an appointment.
- If student is transferring from a division within the World-Class Instructional Design and Assessment (WIDA) consortium, the Welcome Center will contact the student’s previous school of attendance and request their English Learners (EL) records. If able to obtain the records, the student may not need a Welcome Center appointment.

What happens if we have an appointment at the Welcome Center?

If your student is in elementary school (grades K-5) your appointment will be approximately 1-2 hours, and will consist of:

- EL screening
- Information on student’s school and LCPS programs
- Information on community resources

If your student is in secondary school (grades 6-12) your appointment will be approximately 2.5-4 hours, and will consist of:

- Welcome Center School Counselor meeting, including:
  - Academic history review
  - Foreign transcript review, if necessary
  - Course/program recommendations
- EL screening
- Math placement assessment, if necessary
- Information on student’s school and LCPS programs
- Information on community resources
- English Test for Credit, if applicable

Appointment times vary as assessments are not timed.

What should I bring to the appointment?

- All adults (age 18 and older) should bring a photo ID.
- Secondary school students should bring school records, snacks, and water.

Can I drop off my student and come back?

No, an adult must remain on site/present for the duration of the appointment for all students under the age of 18.

When can my student start school?

Your student’s school will contact you and let you know when your student may start school.

Where can I find information that would help me better understand LCPS?

Information about LCPS can be found in the Parent Resource Guide (available in English and Spanish) which can be found at www.lcps.org/WelcomeCenter in the Parent Resources section.