Welcome Center
Loudoun County Public Schools

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

Follow us on Twitter @Welcome_LCPS, or visit our website www.lcps.org/welcomecenter

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.

What if I cannot attend my student’s appointment?

- For secondary school students only (Grades 6–12), the student’s legal guardian must be present during the meeting with the Counselor.
- If the legal guardian is unable to attend, the Welcome Center can make arrangements for the parent or legal guardian to participate remotely via phone or video, or the student’s legal guardian can provide written permission to have another adult attend the meeting in their place.

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 Family Resource Guide (available in English, Spanish, Arabic) which can be found at www.lcps.org/WelcomeCenter in the Family Resources section.

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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.
  or
- 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.

How long should we plan to be at the Welcome Center?
Appointment lengths and services vary depending on the student’s grade level.
- Appointments for elementary students (grades K-5) will be approximately 1-2 hours.
- Appointments for secondary students (grades 6-12) will be approximately 2.5-4 hours.

What happens at our appointment?
The services provided by the Welcome Center are dependent on a student’s grade level.
- Academic and social history review*
- Course/program recommendations
- EL screening
- English Test for Credit, if necessary*
- Family Needs Assessment
- Information on community resources
- Information on student’s school and LCPS programs
- International transcript review, if necessary*
- Math placement assessment, if necessary*
- ParentVUE activation and navigation support
*Services provided to secondary students (grades 6-12) only.
Appointment times may 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.

What if I need an interpreter?
Please let the Welcome Center know if you need an interpreter when scheduling your student’s appointment and they will arrange for an interpreter to be present.

Can I drop off my student and come back?
- No, an adult must remain on site for the duration of the appointment for all students under the age of 18.