

## SCHOOL ASSIGNMENT

A. Kindergarten and/or First Grade Registration

1. No less than thirty (30) calendar days prior to spring kindergarten registration, potential over-enrolled schools will send a survey to the parents/guardians of all currently enrolled students asking if they are planning to register a child for the upcoming school year in either kindergarten or first grade, or both. An introductory statement will clearly express the purpose of the survey is to provide priority registration for incoming kindergarten and first grade students with siblings already attending the school serving that family's residence.

2. If a family does not meet the criteria set forth in section A1, they will be asked to sign and date the survey and return it to the school.

3. If a family meets the criteria set forth in section A1, they will complete a section of the survey asking for them to provide the name(s) of their child(ren) currently attending the school. Additionally, a space will be provided for them to supply the name and date of birth of their incoming kindergarten or first grade student. In the case of a rising first grade student, parents will also be asked to provide the name and address of the child's kindergarten provider.

4. Parents/guardians will be given a deadline of ten (10) calendar days after the survey is distributed to submit their survey to the school. Reasonable attempts will be made by the school's registrar to contact parents/guardians who have not responded by the deadline.

5. Prior to kindergarten registration day, a list of all incoming kindergarten and first grade students with siblings attending the school will be compiled and a seat will be reserved at the appropriate grade level for every child on the list.

6. On kindergarten registration day, the number of kindergarten students with siblings plus the number of potential kindergarten retentions will be deducted from the total number of seats available and regional assignment letters will begin to be distributed when that reduced number is reached. On the day first grade registration opens, the number of first grade students with siblings and the number of potential first grade retentions will be deducted from the total number of seats available based on the school's current kindergarten enrollment. If the current kindergarten enrollment meets or exceeds the number of first grade seats available, including retentions, then incoming first graders will be placed using LCPS regional assignment procedures.

## SCHOOL ASSIGNMENT

7. Within thirty (30) calendar days after kindergarten or first grade registration opens, parents/guardians who have not yet registered their incoming kindergarten or first grade student with a sibling attending the school, but have responded to the survey indicating they have siblings, will be contacted by the registrar and asked if they still intend to register their child. If so, they will be given ten (10) calendar days from the date of the contact to register their child and informed that their priority seat will be forfeited at the end of the ten (10) calendar days.

B. Special Permission

Students who live in a specific attendance area have the right to attend their assigned home school and access classes and programs that are staffed and funded based on their actual residence. Special permission, to attend a school that is not the designated home school, per a student's actual residence, is a privilege, not a right.

LCPS staff will consider the guidelines below when approving, or denying, special permission requests.

1. Defining School or Grade Level Capacity

- a. For purposes of this policy, capacity is defined at the middle and high school levels as 95% of the "base building capacity" for that particular school facility (excluding modulars) as indicated in the current Capital Improvement Program.
- b. For the purpose of this policy, capacity at the elementary school level is defined as 95% of grade level capacity (Capacity = 95% of number of grade level classes at the school multiplied by the maximum class size for that grade level as defined in School Board Policies 5065, "Kindergarten" and 5080, "Class Sizes").

2. Approving Special Permission. When capacity exists and is below 95%, special permission may be granted per Policy 8155. When capacity is at or projected to be at or above 95%, the Office of Student Services will review each request. Approval will be determined in the following manner:

- a. At middle and high school levels, special permission may be approved when capacity is projected at or above 95%, when,
  - (i) the school is not at 100% of the "base building capacity," and
  - (ii) approving the request will not result in incurring additional cost to LCPS schools, either in resources or staffing.

## SCHOOL ASSIGNMENT

- b. At the elementary school level, special permission may be approved when grade level capacity is at or above 95%, when,
  - (i) the entire school is not already projected to be over-capacity, and
  - (ii) approving the request may not result in incurring additional cost to LCPS, either in resources or staffing, and
  - (iii) approval may not result in a regional placement for students moving into the school attendance zone during the school year, and
  - (iv) approval will not result in a regional placement for the student requesting special permission.

3. Other Considerations

- a. When special permission is denied, parents/guardians may follow the appeal process per Policy 8155.
- b. Appeals that do not meet the criteria for review by the Director of Students Services may be appealed directly to the School Board Committee per LCPS Policy 2350, Appeal of Administrative Decisions, except for special permission requests submitted after July 31.
- c. The overall capacity of both the home school and the requested school will be considered for applications and appeals to middle and high schools that are projected to be at or above 100% capacity.

4. Communication to Parents - LCPS Office of Student Services will notify all parents in February, April, and June, prior to the next school year of the upcoming special permission dates and deadlines.

C. Instructional Suitability. Policy 8155 also allows families to file a request, outside of the special permission window, for their child to attend a school other than the one assigned to their address of residence within Loudoun County, for social and/or emotional reasons.

## SCHOOL ASSIGNMENT

Transportation will not be provided if the parent/guardian requests the placement change and it is determined as an optional placement by LCPS.

If a parent/guardian submits a request, LCPS will follow the procedure below to determine if placement in a school, other than the student's school of residence is required:

1. Parent notifies LCPS Office of Student Services.
2. LCPS Office of Student Services (Coordinator of Student Services) reviews request and distributes to the appropriate office.
3. The appropriate office will review the request based on the parent/guardian reasons outlined below:
  - a. Office of School Administration - Disciplinary Request or Student Safety Requests.
  - b. Student Services Office and Level Directors- Social Emotional or Mental Health Requests.
4. The designated office will follow the process outlined below before approving parent requests per 8155 A - Instructional Suitability:
  - a. Contact the Principal of the home school and requested school.
  - b. Review capacity at requested school (both general education and special education capacity).
  - c. Review student history and current plan of support for the student.
  - d. Verify that the following have been implemented or provided prior to any determination to approve the request, unless the specific request warrants immediate action:
    - (i) Student support plan has been put in place and signed by all parties;
    - (ii) Unified Mental Health Team has been notified prior to request, as appropriate and a plan has been developed to address parent/guardian concerns;

## SCHOOL ASSIGNMENT

- (iii) Parents/guardians provide evidence of social emotional, mental health, safety, or other expressed concern to include a letter from a certified mental health provider, if applicable, or other evidence justifying a relocation to the requested school;
  - (iv) Conferences with school administration have been held and documented prior to parent/guardian request to relocate;
  - (v) Other school-based alternatives have been discussed by the school-based team and the parents/guardians and/or students and implemented as appropriate; and,
  - (vi) A program is available to support the student at the requested school
- e. The Director of School Administration, Level Directors, and/or Director of Student Services will review the request and documentation and determine if the request will be denied or approved or if collaboration between Administrative Offices and/or school-based administration is required before a final determination is made.

5. The designated office will notify school-based administrators and ensure a plan is in place, if appropriate

6. The designated office will notify parents of the decision and provide direction on appeal per Policy 2350 if denied.

7. If a student is relocated to another school for instructional suitability, the student may be ineligible to participate in VHSL activities for 365 days. To request a waiver, parents/guardians may follow the procedure below:

- a. After receiving your special permission/ instructional suitability approval, parents have **10 calendar days** to submit a letter to the Assistant Director Athletics and Extracurricular Activities requesting a superintendent's waiver of VHSL transfer rule 28A-7- 1.
- b. Parents have an additional **5 calendar days** to submit supporting documentation to the Assistant Director Athletics and Extracurricular Activities.

SCHOOL ASSIGNMENT

- c. The Assistant Director Athletics and Extracurricular Activities will submit the request and all supporting documents to the Chief of Staff for review and consideration. The Chief of Staff has **10 calendar days** to review the information.
  
- d. The Chief of Staff will notify the parents or guardians of the decision and outline the appeal process under policy 2350 in the notification, if necessary.

[Former Regulation 8-20]

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