

# KG Registration Frequently Asked Questions

**First day of School—August 24, 2017**

## **2017-18 Kindergarten Registration Eligibility**

For 2017-2018 enrollment in kindergarten, the student's fifth birthday must be no later than **September 30, 2017. The date of birth must be on or before September 30, 2012.** The *Code of Virginia* (22.1-1) defines a person of school age as being 5 by September 30. A child with an October 1, 2012 or later birthday cannot be considered for enrollment. This includes students who transfer from other school districts after the start of the school year.

## **Documents Needed to Register in LCPS**

### **• An original birth certificate or a certified copy**

- Name of the parent registering the child must be on the birth certificate
- Photo identification of the parent/guardian registering the child
- Cards with name and age of the student are not sufficient proof of the identification of the person enrolling the student
- If the student has had a name change due to adoption or other reasons, the school must have a signed copy of the court order acknowledging the change

### **• Proof of legal guardianship or legal custody if not the parent of the student**

- A legal document signed by a judge verifying legal custody or legal guardianship
- A notarized statement is not sufficient for enrollment; it gives the authorized person permission to make decisions in the absence of the parent

### **• Proof of Residency**

#### **○ For Parents/Guardians Residing in Loudoun County**

- A signed lease, signed deed, signed settlement papers, recent mortgage statement, deed of trust or housing determination form (see below).
  - A [Housing Determination Form \(Spanish\)](#) may be needed in cases where the registering family does not have a lease or mortgage in their name.
    - For a student or family that is residing with another family as a result of homelessness, economic hardship or is experiencing a crisis which is affecting a change in their living situation, special provisions may apply. Questions about this should be directed to the McKinney-Vento Liaison at 571-252-6523.
  - A [Housing Determination/Shared Housing Form \(Spanish\)](#) must be completed and notarized if you are residing in another persons' home and do NOT have a lease or mortgage in your name. This is considered a mutual and equitable arrangement.
  - The parent/guardian must obtain the signature of the person who owns or rents the residence
  - The owner/tenant must provide proof of residency by submitting a signed lease, signed deed, signed settlement papers, recent mortgage statement, or deed of trust. This person does not need to be present for the registration appointment
  - In addition, the enrolling parent/guardian may be asked to produce the following documents to verify the address: motor vehicle registration, voter registration card, bank statement (not checks) within the past two months, state or federal income tax records, W-2 form, or utility bills within the past two months

- **For families residing outside of Loudoun County.** If the family is currently residing outside of Loudoun County but would like to attend LCPS, the parent/guardian may request to enroll as a tuition-paying student. For further information on tuition status, contact the Pupil Services Coordinator at 571-252-1021 or complete this form found on our website.
- **Signed "Prior Expulsion" Statement** indicating that the student has not been expelled or suspended from another school. The school will provide this document.
- **A properly completed immunization record** signed by a US licensed physician or local health department employee. Immunization requirements are listed on our website.
- **Tuberculosis Screening Requirements** - All new students entering Loudoun County Public Schools for the first time are required to provide documentation that a tuberculosis screening has been performed. More information on this requirement is available on the [Student Health Services page](#) on our website.
- **New elementary school students must have a completed physical** performed no earlier than 12 months prior to the date the student first enters kindergarten or elementary school. Copies of a completed physical from other United States schools are acceptable. Requirements for the physical can be found on the [Student Health Services FAQ's](#).

## Register—

### 1. What are the hours for Kindergarten?

Loudoun County offers a 3-hour, half-day KG program. Most schools have an “AM” and “PM” session. The times vary per school as a few of our elementary schools have staggered start-times. Please check with your school for specific times. Loudoun County Public Schools has expanded the number and proportion of students it will serve through full-day kindergarten. There are a limited number of full day seats at specific schools reserved for students in special programs. These students will be notified separately if they qualify for the program.

### 2. How are AM / PM or full day sessions for Kindergarten determined?

In June, all the “KG transportation forms” are sent to the LCPS transportation department. They attempt to put all “Day Care” center students in the AM session. They will then divide up the rest by subdivision and try to equally balance out AM and PM.

In regards to full day, children are enrolled in three ways. First, children are enrolled in FDK if they attend one of the elementary schools that only offer FDK, without offering HDK. Enrolling in kindergarten at these schools automatically enrolls a student in FDK.

Second, parents may enroll their children in FDK if they meet one of three criteria for priority enrollment:

- the child qualifies for free- or reduced-price meals;
- the child is designated as an English Language Learner; and/or
- the child is a special needs student whose IEP team determines that placement in FDK is appropriate. The parents of students who meet one or more of these criteria have been, or will be, contacted regarding FDK.

Third, children are awarded a seat in a FDK class through an attendance-zone lottery.

More detailed information regarding FDK will be available on the Loudoun County Kindergarten website.

### 3. Can I request a particular session?

Yes, but it must be in writing at the time of registration and you must agree to provide the transportation if it is the opposite session of your neighborhood. We cannot guarantee the request will be honored; we will have to determine the availability of space. All requests will be reviewed in mid-August.

**4. When is the teacher and session assigned?**

Each school makes notifications differently but assignments should be ready by mid-August.

**5. Is Kindergarten mandatory or what do I do if I want to delay enrollment?**

While Kindergarten is not mandatory, it is recommended. In Virginia, parents must ensure that a child, who has reached their 5th birthday on or before September 30 of any school year, attends school in compliance with the state compulsory attendance law as specified in [§22.1-254](#) of the *Code of Virginia*.

However, parents who believe that a child is not mentally, physically, or emotionally prepared to attend school, must notify the Department of Pupil Services, Pupil Services Coordinator, in writing that they want to delay compulsory attendance until the following year if the child has not reached his 6th birthday on or before September 30th.

**6. I am requesting to home school my child. What do I need to do?**

Contact the Pupil Services Coordinator at 571-252-1021 and complete the form to apply for home instruction.

**7. How do I know what school I am zoned to attend?**

Check the Loudoun Attendance Boundary at [www.lcps.org](http://www.lcps.org), or contact the Planning Department at 571-252-1050.

**8. I want to attend a school that is outside my attendance boundary. What do I need to do?**

The Special Permission process opens on April 1<sup>st</sup>. You must first submit a registration at the school that serves your address. Then you may submit the special permission request. See School Board Policy [§8-20](#) for detailed information.

**9. What if I don't have a birth certificate?**

In the absence of a birth certificate, an affidavit must be completed. A hospital certificate is not sufficient.

**10. Where can I request a copy of a birth certificate?**

Requests for Vital Records may be obtained from various states. The link to the Virginia site is [www.vdh.virginia.gov](http://www.vdh.virginia.gov). Or other states: [www.cdc.gov/nchs/w2w/index.htm](http://www.cdc.gov/nchs/w2w/index.htm)

**11. What if a child's name has changed?**

Legal court documentation indicating the name change must be provided to the school.

## **Residency—**

**12. What if I live with a friend or a relative and do not have a rental agreement?**

- A [Housing Determination Form \(Spanish\)](#) may be needed in cases where the registering family does not have a lease or mortgage in their name.
- For a student or family that is residing with another family as a result of homelessness, economic hardship or is experiencing a crisis which is affecting a change in their living situation, special provisions may apply. Questions about this should be directed to the McKinney-Vento Liaison at 571-252-6523.

- A [Housing Determination/Shared Housing Form \(Spanish\)](#) must be completed and notarized if you are residing in another person's home and do NOT have a lease or mortgage in your name. This is considered a mutual and equitable arrangement.
- The parent/guardian must obtain the signature of the person who owns or rents the residence
- The owner/tenant must provide proof of residency by submitting a signed lease, signed deed, signed settlement papers, recent mortgage statement, or deed of trust. This person does not need to be present for the registration appointment
- In addition, the enrolling parent/guardian may be asked to produce the following documents to verify the address: motor vehicle registration, voter registration card, bank statement (not checks) within the past two months, state or federal income tax records, W-2 form, or utility bills within the past two months

**13. I am moving into Loudoun County and want my child to attend school now rather than wait until I have actually moved. What do I need to do?**

If you are not currently a resident of Loudoun County, you may apply to enroll your child as a [tuition-paying student](#).

**14. I own a home and pay taxes in Loudoun County but do not live in Loudoun County. Can I still enroll my child in Loudoun County Public Schools?**

Unless you actually reside at the property you own in Loudoun County, your child is not entitled to a free education in Loudoun County. You may apply to enroll your child as a [tuition-paying student](#).

**15. I am moving to another neighborhood during the school year or over the summer. Can my child still stay at the school he/she has been attending?**

Most likely you will need to complete/submit a Family Relocation form to the Special permission office. See School Board Policy [§8-20](#) for detailed information.

**16. I am homeless or experiencing a change in my housing due to economic hardship. How do I register my child?**

Contact the Office of Student Services...McKinney-Vento Liaison at 571-252-6523 to facilitate enrollment in this situation.

**Custody—please provide any legal/custody documentation to the school for review by the Senior Registrar**

**17. I am the legal guardian (not a parent listed on birth certificate) and have custody papers. Is that sufficient to enroll the student?**

The paperwork must be signed by a judge and the student cannot be in Virginia for school purposes only. Additionally, the "[Request for Determination of Residency Status](#)" form ([Spanish](#)) must be completed and forwarded to the Senior Registrar along with the required documentation.

**18. I have sole physical and legal custody of my child. What rights does the other "parent" have to the scholastic record?**

Unless there are court orders indicating termination of parental rights, the other parent is still entitled to access the student's scholastic record, may participate during the school day/events and may receive mailings from the school.

**19. If my children live with one parent three days per week and the other four days per week, where do they attend school?**

- a) We will review the custody arrangement paperwork to determine the parent with primary physical custody.
- b) The residency of the parent who has the majority of the weekday physical custody determines the school in which the child will be enrolled.
- c) If the custody agreement is 50/50 physical custody between the parents, each parent has the right to register the child in their school of address. LCPS will not make a determination as to which school to enroll. It is the responsibility of the parents to come to a mutual agreement. Otherwise, they will need to seek legal counsel for a legal resolution. The student must be enrolled in school and can only be enrolled in one school. New students will remain enrolled at the first school to receive the registration paperwork. Current students will remain at the school currently attending until LCPS is notified with a note of mutual agreement by both parents or a court/legal decision.

**20. I am a foster parent of a child. What do I need in order to register him/her in school?**

The Department of Family Services must contact the Senior Registrar to submit the required court orders and documentation. Once verified, the foster family will then be directed to contact the school.

**21. I am adopting a child from another country who has limited English skills. What do I need to enroll him/her in LCPS?**

Complete the required registration documents, including the proof of adoption. An English Language Assessment will be conducted to determine the appropriate placement for your child.

**22. I am being deployed with the Armed Forces and am leaving my child with a relative who lives in Loudoun County. What do I need to do if the other parent is still stateside and has custody, too?**

The stateside parent can enroll the child in the jurisdiction where that parent lives. If the child is living with a relative, not solely for school purposes, then the relative needs to provide a copy of the "Special Power of Attorney" executed under Title 10, *United States Code*, §1044b, by the custodial parent while such custodial parent is deployed outside the United States as a member of the Virginia National Guard or as a member of the United States Armed Forces. In addition to the "Special Power of Attorney," copies of the deployment papers will be required to show dates of deployment. Paperwork should be submitted to the Senior Registrar.

**23. I am a step-parent of a child. Can I register him/her for school?**

Step-parents are not eligible to enroll students in school since the step-parents' names are not on the birth certificate. Step-parents may be listed as contacts in the student record.

**24. I am in the process of securing custody of my (niece, nephew, neighbor's child, etc). What do I need to enroll this student in school?**

A student may be enrolled on a provisional basis if the individual seeking custody/guardianship has been assigned a court date for a custody/guardianship hearing. In order to prove that a court date has been established, you need to provide a petition seeking custody or guardianship from the court intake officer and an official document indicating the date assigned for the hearing. This information should be sent to the Senior Registrar.

**25. I want to bring my niece/nephew from another country to attend school in the U.S. How do I obtain legal custody?**

A student from another country who is not residing with a parent and would like to attend school must enroll as a tuition paying student. You may contact the Juvenile and Domestic Relations Court for information on obtaining legal custody or guardianship. If you have legal documents from another country, your documents must be signed by a judge - NOT a notary public. In addition, you cannot

seek custody for the student solely for school purposes. Please submit the documentation and the Request for Determination of Residency Status to the Senior Registrar for approval.

## **Medical—**

### **26. I have an appointment for a physical. Can my child still start school?**

In order to ensure your child's admission to Loudoun County Public Schools, parents should provide the completed registration form with new physical by August 10. For students whose birthday/physical date falls between Aug. 10-Aug. 24, 2017: Provide 4 yr. physical and appointment verification that the physical is scheduled between 8/10-8/24/17. Said physical must be provided to school on or prior to first day. A child will not be allowed to begin kindergarten without a new physical and could lose their spot if a school is on overflow and a valid physical is not presented by the first day of school. See School Board policy [§8-50](#) and *Code of Virginia* §22.1-270.

### **27. I am requesting an exemption of the immunization requirements based on medical or religious reasons. What do I need to do?**

As specified in the *Code of Virginia*, any student claiming a **Medical Exemption** must have the “medical exemption” portion on “School Entrance Health Form,” MCH-213, completed and signed by a physician or Health Department Official. If the “School Entrance Health Form” is not used, the licensed health professional or local health department official may write a statement saying that the physical condition of the child is such that the administration of one or more of the required immunizing agents is contraindicated and must state whether the condition is permanent or temporary. As specified in the *Code of Virginia* any student claiming a **Religious Exemption** must have a “Commonwealth of Virginia Certificate of Religious Exemption” (Form CRE1) on file at the school he/she attends. This exemption must be signed by a parent or guardian and notarized by an authorized person.

### **What if my questions are not answered here?**

For any registration questions not covered here, please contact the Patti Spurlock, Senior Registrar at 571-252-1238. Custody forms can be emailed to [patti.spurlock@lcps.org](mailto:patti.spurlock@lcps.org) or mailed to 21000 Education Ct., Ashburn, VA 20148.

For information on the kindergarten instructional program or questions concerning appropriate grade level placement, go to [www.lcps.org](http://www.lcps.org) – click on Academics – click on Kindergarten. You may also contact the Office of Elementary Education directly at 571-252-1290.

(Current as of 8/17)