2020-21 Kindergarten Registration Information

Kindergarten registration information and frequently asked questions can be found on the LCPS web site:

For information on the kindergarten instructional program or questions concerning appropriate grade level placement, go to [www.lcps.org](http://www.lcps.org), Academics, Kindergarten. Look at “Additional Information” for Frequently Asked Questions. You may also contact the Office of Elementary Education at 571-252-1290.

For information on registration information and frequently asked questions, go to [www.lcps.org](http://www.lcps.org), quick links, Registration. For current forms and resources, go to LCPS Intranet>Pupil Services>Registration. You may also contact Patti Spurlock directly at 571-252-1238.

Kindergarten Registration Eligibility

For 2020-21 enrollment in kindergarten, the student’s fifth birthday must be no later than September 30, 2020. The date of birth must be on or before September 30, 2015. 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, 2015 or later birthday cannot be considered for enrollment. This includes students who transfer from other school districts after the start of the school year. The only exception may be a child whose family is active military. Please contact the Senior Registrar at 571-252-1238 for further information.

Request for First Grade Placement

A child who is 5 by September 30 may be placed in first grade without a trial placement if s/he was enrolled in and has successfully completed a kindergarten program in a public school system.

A child who is 5 by September 30 may be placed in first grade without a trial placement if s/he was enrolled in and has successfully completed a kindergarten program in a non-public school recognized as participating in the accreditation program under the auspices of the Virginia Council for Private Education (VCPE). Parents must provide evidence (report card or transcript) that indicates that the child has successfully completed the kindergarten program at the non-public school.

A child who is 5 by September 30 may be placed in first grade without a trial placement if s/he was enrolled in and has successfully completed a kindergarten program in a Distance Education School participating in the accreditation program under the auspices of the Virginia Council for Private Education (VCPE). Parents must provide evidence (report card or transcript) that indicates that the child has successfully completed the kindergarten program at the non-public school.
All other children of kindergarten age whose parents request first grade placement may be placed in the first grade **ONLY after appropriate observation and evaluation**. Evaluation of the student will not occur prior to the end of the current school year. The principal may choose to do an evaluation during the summer or may choose to place the child in kindergarten to observe and evaluate prior to making the decision regarding grade placement. The final grade placement must be made no later than the student’s first month of school; however a child does not need to spend an entire month in kindergarten before the principal makes the grade placement decision. Parents should make the request to their child's principal and understand that the final decision on grade placement rests with the principal.

To print a list of schools accredited by the Virginia Council of Private Education (VCPE), go to http://www.vcpe.org/. There are a number of private schools in other counties that are accredited by VCPE. **Please refer to the website frequently as it is updated throughout the year.** Some have been added/removed from last year.

**Loudoun County Accredited KG’s:**
- *BeanTree Learning*—Ashburn
- *Chesterbrook*—Sterling I & II
- *Fairfax Christian*—Dulles
- *Foxcroft School*—Middleburg
- *Fusion Academy*—Leesburg
- *The Goddard School*—Ashburn (Research Pl), Belmont Greene (Orchard Oriole Dr), Chantilly (Tall Cedars), Leesburg (Tavistock Dr)
- *Golden Pond*—Ashburn
- *Guidepost* (formerly LePort School)—Broadlands, Aldie
- *Ha'penny Montessori School*—Ashburn
- *The Hill School*—Middleburg
- *Kids R Kids of South Riding*—South Riding
- *Loudoun Country Day School*—Leesburg
- *Loudoun School for Advanced Studies*—Ashburn
- *Minnieland Academy*—at Ashbriar, at South Riding, at Belmont, at Kirkpatrick, of Dominion Valley
- *Montessori School of Leesburg*
- *Montessori School of Purcellville*—Purcellville
- *The Newton School*—Sterling
- *Our Lady of Hope Catholic School*—Potomac Falls
- *Pavillon at Bean Tree*—Ashburn
- *Primrose School*—Moorefield Station, Ashburn, Broadlands, South Riding, Chantilly
- *Providence Academy*—Leesburg
- *St. Theresa’s School*—Ashburn
- *Stone Ridge Montessori*—Chantilly
- *Virginia Academy*—Ashburn
- *Winwood Children’s Center*—Ashburn, Lansdowne.

Please visit www.vcpe.org for additional Virginia Accredited Schools.

**Some Neighboring County Accredited KG’s:**
- *Ad Fontes Academy*—Centreville
- *Al Fatih Academy*—Reston
- *The Auburn School*—Chantilly
- *Bean Tree*—Chantilly
- *Chesterbrook Academy Kids*—Chantilly
- *Fuel Education*—Herndon
- *The Goddard School*—Chantilly (Westone), Herndon
- *Guidepost School* (formerly LePort)—Chantilly, Herndon, Reston
- *Minnieland Academy*—Centreville
Montessori School of Chantilly—Chantilly;  
Nysmith—Herndon;  
St. Joseph—Herndon;  
St. Timothy—Chantilly;  
St. Veronica Catholic—Chantilly;  
Temple Baptist—Herndon.  
Please visit www.vcpe.org for additional Virginia Accredited Schools.

VCPE Accredited Distance Education Schools K-12: Enlighten Christian Academy- Spokane, WA; International Connections Academy- Baltimore, Maryland; K-12 International Academy- Herndon, Virginia; Laurel Springs School- West Chester, Pennsylvania; Liberty University Online Academy- Lynchburg, VA; Nextide Academy—Purcellville; Seton Home Study School, Inc. – Front Royal, Virginia; Southeast Academy- Saltville, Virginia 

Note: Some Distance Education Schools provide instruction online, while others provide curriculum or materials sent to parents. You must have evidence from the Distance Education School that the child has successfully completed the kindergarten program.

Kindergarten Waiver Process

In Virginia, parents must ensure that a child who has reached his/her fifth birthday on or before September 30 of any school year attends school in compliance with the state compulsory attendance law as specified in §22.1-154 of the Code of Virginia.

Parents who believe that a child is not mentally, physically, or emotionally prepared to attend school, must notify the Department of Student Services, Student Services Coordinator, in writing that they want to delay compulsory attendance until the following year.

Online Pre-registration

The online pre-registration portal opens on February 18, 2020 for the 2020-21 school year. We DO NOT accept any 2020-21 online pre-registrations prior to this date. Once parents submit their online pre-registration, they will contact you to schedule their registration appointment for March 18th (or later). We DO NOT accept any 2020-21 registrations or appointments prior to March 18th. Registrations will be “accepted” from your Phoenix queue ONLY after the in person registration appointment is completed. You may want to print a copy of the OLR and create a folder as the pre-registrations are submitted. Then when you have your face-to-face, you will review the form with the parents, make any updates and have the parent initial/sign the changes. Your school principal will determine the registration appointment process. The online pre-registration process will open for all grades on February 18th but again, appointments will not be scheduled until March 18th or after. Important: LCPS Head Start and STEP students do not need to do an online pre-registration. The Head Start office will be providing them with a registration packet to update their current record.

One new item will be the request for KG parents to submit a picture of their child—either upload during OLR or provide at registration appointment. These will be uploaded for now into the “Documents” tab. This is for school staff and transportation to be able to identify our newest students.

Registration Sites

All registrations will take place at your school. If there are questions about attendance zones, go to https://webinter.lcps.org/Lcps_Locate/. This link will take you to your school boundary site. Make sure to select “2020-21 School Year”. If you have questions about your school attendance boundary, you may contact the Department of Planning and Legislative Services at 571-252-1050.
Kindergarten Packets

Registration packets will NOT be provided this year. You can assemble packets by ordering additional forms from the Copy Center. Please make sure that you are using the most recent version of all forms. You will also want to order the 2-part Registration checklist that you will use during ALL registration appointments with the parents.

Student Scholastic Record Folders

You should be receiving your supplies for assembling Kindergarten Student Scholastic Record folders from the Records department in the coming weeks before Kindergarten Registration. An e-mail will be sent out from Pam Stewart detailing instructions for the assembly of the folders. The projected number of kindergarten students for 2020-21 will determine the number of file supplies sent. As in the past, these include the brown accordion file folder, the manila folder with M-2 label, the green health folder, and the forms listed below with the exception of the Literacy Folder, which has been discontinued

- Record of Disclosure (Green, RT-9)
- Fine & Gross Motor/Speech-Language Documentation Form (White, C-23a)

The following forms were phased out and no longer included in the cumulative folder. The test history is available in Phoenix.

- Literacy Folder (All Colors, C-6)
- K-3 English SOL Achievement Record (Yellow, C-24a)
- K-3 Math SOL Achievement Record (Blue, C-24-b)

Since these pre-assembled packets should be used for all new registrations, kindergarten-5th grades, please email pam.stewart@lcps.org to order additional supplies if you run out.

Please remind your school nurse or health clinic specialist that the green folders are now supplied by the Records Department and not Student Health Services.

Registration Requirements

Persons Entitled to a Free Public Education

Under §22.1-3 of the Code of Virginia, the public schools in each school division are free to each person of school age who resides within the school division. A student is considered to reside in the school division when living with a natural parent or parent by legal adoption or, in some circumstances, when living with a person with legal custody or a court-appointed guardian.

Proof of Residency

Parents of enrolling students need to prove residency in Loudoun County by providing a signed deed, signed lease, signed settlement papers, signed deed of trust, or recent mortgage statement for the address at which they report to live. You may also use www.loudoun.gov to access the tax assessments as another verification tool. If a family has trouble providing any of the following documentation, please contact Patti Spurlock (571-252-1238) or Jackie Hernandez (571-252-1594 or McKinneyTeam@lcps.org).

Housing Determination/Shared Housing

When a family does not have a lease or mortgage in their name, please provide them with the Housing Determination form. The family will complete the front page. If they answer positively to residing with another family due to some type of “crisis” (by checking a box in Part B of the Housing Determination Form), please send the form immediately to the McKinney-Vento team for review. If a family is living in the residence of a friend or relative for mutually beneficial purposes (and did not check a box in Part B of the Housing Determination Form), they will continue to the back of the Housing Determination form and
complete the Shared Housing section. The homeowner or leaseholder must provide a signed and notarized “Shared Housing Documentation” form, verifying that the family is residing at their address. The homeowner or leaseholder must also provide a signed deed, lease, settlement papers, deed of trust, or recent mortgage statement for the address at which they report to live. In the majority of instances, a shared housing situation would qualify under McKinney-Vento. We are required by Federal Law to offer the forms if there is any indication that the family may qualify.

Address Verification
In addition, the enrolling parent should provide photo identification and may be asked to produce one or more of the following that verifies the stated address:

- Motor vehicle registration
- Virginia voter registration card
- A bank statement (not checks)
- Payroll check or check stub issued by an employer
- State or federal income tax records or W-2 form
- Utility bills: such as gas, water, electric, or phone

Change of Address
Please note that it is important to verify changes of address that occur throughout the school year. If you have questions or concerns regarding the proof of residency, contact Patti Spurlock, Senior Registrar, Department of Pupil Services at 571-252-1238.

Custody and Foster Care
Under some circumstances, a student may be considered a resident when living with a person with legal custody or court-appointed guardianship. Copies of such custody documents should be submitted to Patti Spurlock, Senior Registrar, Department of Pupil Services, for approval prior to the student’s actual enrollment. Foster care placement paperwork should also be submitted to Patti Spurlock.

While it is necessary for a non-parent to have legal custody or court-appointed guardianship, it is not sufficient grounds to establish residency. Under §22.1-3 of the Code of Virginia, the child cannot be here solely for school purposes. There is also a provision for students placed in a home pursuant to adoption. The Department of Pupil Services will determine (or assist in directing to the appropriate person) if any additional documentation might be required in addition to the custody documents.

Any and all legal documents need to be sent to Patti—custody, power of attorney, foster care, protection orders, ORR/homeland security refugee placement, CPS safety plans, etc.

McKinney-Vento Homeless Act
The McKinney-Vento Homeless Assistance Act defines “homeless children and youth” as “individuals who lack a fixed, regular, and adequate nighttime residence.” The circumstances under which a student may qualify for services vary. Please make sure that the family completes the Housing Determination Form. If the family indicates a “qualifying event”, you will submit immediately to the McKinney-Vento team. In the majority of instances, a shared housing situation would qualify under McKinney-Vento. We are required by Federal Law to offer the forms if there is any indication that the family may qualify. If you believe that you have a family who may qualify, please contact the Office of Student Services, Jackie Hernandez at 571-252-1594 and Jessica Carreno at McKinneyTeam@lcps.org, McKinney-Vento Liaisons or Becky Hicks, McKinney-Vento Specialist, at 571-252-6523. Enrollment must be expedited for students who qualify including immediate enrollment even without required documents or physical/immunizations. During online pre-registrations, the parent can select “HOMELESS”. This selection does NOT automatically qualify the family for McKinney-Vento services. Please have the parent complete the HOUSING Determination form and submit to the McKinney-Vento team for review. Please note that an online Housing Determination procedure will be implemented in April 2020. More information will follow.
**Special Permission and Tuition**
Families who reside in Loudoun County and have registered/enrolled their child in a Loudoun County Public School (located in their attendance zone) may submit an annual request for their child to attend a school, other than to which they are assigned, through a process called “Special Permission.” This process is described in School Board Policy §8155. The special permission request window is open between April 1 and June 30th—NEW DEADLINE for the subsequent school year. Families will be notified of the decision to attend the requested school within 30 days after applying. Families are encouraged to apply online. If the family needs a paper version of the Special Permission request form, they should contact the Office of Student Services at (571) 252-1021. Requests are processed within 30 days, in the order received and are based on space availability at the requested grade level for elementary schools. Requests for middle and high schools are based on overall capacity. All students (except for new KG) must have a student id# to apply. Please try to process registrations that you know are applying for special permission first. Special permission information: [https://www.lcps.org/specialpermission](https://www.lcps.org/specialpermission).

Families who do not reside within Loudoun County may request to enroll their child in Loudoun County Public Schools as a tuition student. Requests are accepted beginning August 1 through the beginning of the school year. Requests are approved based on space availability, and require the parent(s) or legal guardian(s) of the student to complete the registration form and submit it to the Department of Pupil Services or fax to (571) 252-1242 prior to being enrolled in the requested school. After receiving a complete application, families will be contacted by the Business and Financial Services Office to make tuition payment arrangements. Tuition information: [https://www.lcps.org/Page/220921](https://www.lcps.org/Page/220921)

**Home Instruction**
Parents/guardians may elect to provide home instruction in lieu of a public school education for their school aged child. Annually, the parent/guardian must submit a “Notice of Intent to Provide Home Instruction” (NOI) through the online system ([http://www.lcps.org/Page/78225](http://www.lcps.org/Page/78225)) or a paper form. NOIs are due by August 15 of the impending school year; however, they may be submitted throughout the year. Parents may withdraw their child after submitting an NOI but have the right to re-enroll their child in public school at any time. Home Instruction information: [http://www.lcps.org/Page/78225](http://www.lcps.org/Page/78225)

**Students Registering for Kindergarten with a language other than English**
When students register for KG and there is any language other than English indicated during the registration, you will need to submit an EL eligibility request per procedures set by the Welcome Center. The Welcome Center will contact families to schedule an EL screening, if needed.

**Head Start, STEP, ECSE students registering for kindergarten**
Students currently enrolled in Head Start, STEP and ECSE registering for kindergarten, will already have a Student ID, provided proof of residency, and verification of the birth certificate. **These families are not required to resupply the birth certificate or proof of residency unless the parent indicates the need to update an address.** These items for Head Start students have been uploaded on the Documents tab in Phoenix. Please do not require parents to supply a copy of the above listed information as you will receive it when records are transferred in June. McKinney-Vento re-qualification will need to be done for each new school year. In the event of an address change, the family will be required to provide change of address and residency verification. **When Head Start, STEP and ECSE students register for KG and there is any language other than English indicated during the registration, you will need to submit an EL screening request per procedures set by the Welcome Center.** The Welcome Center will contact families to schedule the EL screening. **Important:** LCPS Head Start and STEP students do not need to do an online pre-registration. The Head Start office will be providing them with a registration packet to update their current record. A new registration form will be provided for updates.
Health Requirements

Please destroy all flyers, information fact sheets, etc related to health requirements and/or resources from previous years.

The information provided in these documents is outdated and no longer correct. Use of outdated documents has caused parents to be frustrated and upset. Please check with your Resource Nurse or the Student Health Services intranet page for the most up-to-date information and resources.

Immunizations
A school shall not admit any student at any grade level unless, at the time of admission, the student or parent/guardian submits documentary proof of immunizations. Immunization requirements changed in March 2014. Please check with your resource nurse, school nurse or health clinic specialist.

Conditional Enrollment: Any student whose immunizations are incomplete may be admitted conditionally if that student provides documentary proof at the time of enrollment of having received at least one dose of the required immunizations accompanied by a schedule for the completion of the required doses. A physician, the physician's designee, or local health department official must sign the documentary proof, including the schedule for completion. Please check with your resource nurse, school nurse or health clinic specialist.

Exemptions for Immunizations: Any student claiming a medical exemption must have the “medical exemption” portion on Form MCH-213G completed and signed by a licensed medical provider or health department official. A statement may also be accepted from the physician or health department official stating that any further immunizations would be "detrimental" to the child's health and that the immunization is contraindicated.

As specified in the Code of Virginia, any student claiming a religious exemption must have a notarized “State of Virginia Certificate of Religious Exemption,” Form H-2a, on file at the school he/she attends. This exemption must be signed by a parent or guardian and notarized by an authorized person. The original should be placed in the student’s health record at the school.

Physicals
Physicals are required for enrollment for the first time to any public kindergarten or elementary school. Documentary proof of a valid physical performed within 12 months of entry into school must be obtained prior to admitting the student. Physicals dated after 8/27/19 are sufficient for 2020-21 registration. TB would still need to be within 90 days of registration (dated after 12/18/19). There is no provision for conditional enrollment of students who do not present documentary proof of a valid physical examination prior to school enrollment.

Religious Exemptions to Physical Examinations: A physical examination shall not be required of any child whose parent or guardian objects on religious grounds and who “shows no visual evidence of sickness.” The parent must complete Form H-2b.

Scheduling Appointments for Physical Examinations and Immunizations: All parents/guardians should be advised to schedule appointments well in advance of school’s opening. Many clinics report that the large number of children needing such services exceeds their ability to provide such services promptly near the beginning of the school year. You may review requirements for immunizations and physicals on
the “School Entrance Health Form,” H-2, or on the LCPS website at www.lcps.org, click on the link for Registration.

Families who are unable to obtain a school entrance physical exam and immunizations from their family physician can also have the physical examination performed at HealthWorks for Northern Virginia on a sliding-scale basis. All insurance plans are also accepted. To schedule an appointment at HealthWorks Leesburg, call 703-443-2000. The address is 163 Fort Evans Rd. NE, Leesburg, VA 20176 OR HealthWorks Herndon, 1141 Elden Street, 3rd Floor, Herndon, VA 20170, 703-481-8160.

Required immunizations can be obtained from the child’s physician or at no cost to the parent from the Loudoun County Health Department. The Loudoun County Health Department no longer administers immunizations on a walk-in basis; an appointment is necessary. An appointment can be made by calling 703-777-0236. The child must be accompanied by an adult 18 years old or older and must bring a copy of the current immunizations.

**Tuberculosis Screening**

All students registering in Loudoun County Public Schools are required to provide documentation that a tuberculosis screening has been performed no sooner than three months prior to registration or re-entry to school. The documentation must be signed by a licensed health care provider and indicate that the student is free of communicable tuberculosis. Tuberculosis screenings can be performed at a physician's office. Also TB screenings are conducted on a walk-in basis on Tuesdays from 1pm to 4:30pm at the Loudoun County Health Department’s Ashburn Clinic located at: 45201 Research Pl., Suite 120, Ashburn, VA 20147 (571-258-3550).

**TOP Ten Registration Reminders**

1. Use the Registration Checklist—Parent must sign and receive a copy.
2. Check full name against birth certificate—must be exactly as on birth certificate—you may make a copy of the birth certificate for future verification.
3. Check birthday against birth certificate (month/day/year)—initial (for kindergarten, check birth date against eligibility date—on or before 9/30/15).
4. Birth place and birth certificate # must be confirmed from birth certificate and initial box. If no birth certificate, parent must provide notarized affidavit. Send copy of affidavit to @nd Lt. Robert Tricarico, Robert.tricarico@loudoun.gov or Sgt. Jose Giron, jose.giron@loudoun.gov; Loudoun County Sheriff's Office, 880 Harrison St., SE, Leesburg, VA 20175. Preferred method email or fax--571-258-3493.
5. If a “parent” is on the birth certificate, they must be on the registration—custodial step-parents may be listed on the parent tab (with no custody).
6. Custody—if parent indicates any restriction to access of student, they must supply custody documentation to be sent to Patti for review. If someone other than the natural parent is registering, court documentation must be attached to a C-13 form and pre-approved by Patti Spurlock prior to enrollment. All legal documents--custody, foster care, refugee, protection orders etc. must be sent to Patti.
7. Check address against proof of residency—fill in and initial in box.
8. Home language information—if anything other than English is recorded under “Home Language Survey,” child must be screened for ELL.
9. Parent must sign and date registration form—pages 2 and 3 (paper version). Initial changes and sign bottom of OLR
### 2020-21 GUIDELINES FOR AGE APPROPRIATE GRADE LEVEL PLACEMENT (Elementary Level Only)

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<tr>
<th>If the Student’s birth date falls between:</th>
<th>Their Grade Level Placement is:</th>
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<td>October 1, 2014 – September 30, 2015</td>
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