



Student's Name: _____
(First) (Last)

PUPIL TRANSFER APPLICATION FOR SCHOOL YEAR 2010-11

Elementary Schools Grades Kindergarten to 5

Application Period: Feb. 1 to April 15, 2010

Please complete a separate application for each school or program for which you are applying.

Print clearly or type all information.

Please Check the Requested School or Program

Area and Countywide School:

_____ Arlington Traditional
 _____ Barrett
 _____ Campbell
 _____ Drew Model:
 _____ Montessori Program
 _____ Graded Program

Spanish/English Immersion School:

_____ Claremont
 _____ Key

Team School:

_____ Arlington Science Focus
 _____ Jamestown
 _____ Key
 _____ Taylor

Note: School bus transportation is provided to eligible students for the schools and programs listed above.

Other Neighborhood School Transfers:

Requested School: _____

Note: Arlington Public Schools does not provide school bus transportation for transfers from one neighborhood school to another.

Please refer to Policy APS SBP 25-2.1 and 25-2.2.

- Student's Name: _____
(First) (Last)
- Gender: Male _____ Female _____ Current Grade: _____
- Child's age by Sept. 30: _____ Date of Birth: _____ (M/D/Y)
- List the grade for which you are applying: _____
- Home Address: _____
- Mother/Guardian Name: _____
 Day Phone: _____ Evening Phone: _____
 Cell Phone: _____ Email: _____
- Father/Guardian Name: _____
 Day Phone: _____ Evening Phone: _____
 Cell Phone: _____ Email: _____
- What is the elementary neighborhood school boundary zone in which you live? _____
- If the student is currently attending an Arlington Public School, please indicate school: _____
- Name of sibling(s) attending the requested school (if applicable): _____ Grade: _____
- Please check the program(s) in which the student is currently enrolled. This information will be used for data collection purposes only. It will not be used in any way to make admission decisions.
 Special Education _____ Occupational Therapy _____ Montessori _____ ESOL _____
 Physical Therapy _____ Speech Therapy _____ Other _____
- If the first language of the student is not English, what is his/her first language: _____
- Please check the U.S. Civil Rights classification for the student applying for admission. This information will be used for data purposes only. It will not be used in any way to make admission decisions. Please answer both questions.
 A.) Ethnicity (Choose one): Hispanic/Latino _____ Not Hispanic/Latino _____
 B.) Race (Choose one or more, regardless of Ethnicity):
 American Indian or Alaskan Native _____ Asian _____ Black or African American _____
 Native Hawaiian or Other Pacific Islander _____ White _____
- I verify that this information is correct. If the information provided is found to be incorrect through verification, I understand that the student's application will be invalid.
 Signature of Parent/Guardian: _____
- Before this application can be accepted, at least one parent/guardian must attend an orientation at the neighborhood school and one at the requested school. Both principals must sign this application to verify participation in this orientation process.

_____	_____	_____
Signature of Neighborhood School Principal	Neighborhood School Name	Date
_____	_____	_____
Signature of School Principal at Requested School	Requested School Name	Date

Date Received: _____
 Received by: _____
 Selection number: _____
 Wait list: _____

Accept: _____ Deny: _____ Reason _____
 Signature of Principal at Requested School: _____



Pupil Transfers to Elementary Neighborhood Schools and Applications to Elementary Countywide Schools or Programs

Pupil Transfers

Transfers from one neighborhood school to another are permitted within the Arlington Public Schools on a space-available basis. Each receiving school is limited to five percent of its entire population as transfer students. This five-percent limit does not apply, however, to schools identified by the School Board as countywide schools or programs for which students from the entire County may apply. For further details and information, please refer to School Board Policy 25-2.2 in the “School Board” section of the APS Web site at www.apsva.us.

Each year the Superintendent identifies schools not available for transfers due to capacity limitations.

Application Period

Elementary Schools: Feb. 1 to April 15, 2010 for School Year 2010-11.

A Pupil Transfer Application must be submitted when applying to another neighborhood school or when applying to Area and Countywide Schools and Programs such as Arlington Traditional, Barrett, Campbell, Claremont and Key Spanish/English Immersion Schools, or Drew Model; and to the Team Schools: Arlington Science Focus and Key (which share attendance zones), Jamestown, and Taylor.

Application Process

To apply for a transfer, parents/guardians must:

1. Fill out a Pupil Transfer Application form. Pupil Transfer Application forms are available at all elementary schools, the “School Options” section of the APS Web site at www.apsva.us/schooloptions, and the Department of School and Community Relations (1426 N. Quincy St).
2. Attend a transfer orientation at your home/neighborhood school and obtain the signature of the home/neighborhood school principal on the Pupil Transfer Application form. A schedule of the transfer orientation dates are posted on the APS Web site at www.apsva.us/schooloptions, or by calling 703-228-7667.
3. Attend a Transfer Orientation at the school to which you are requesting a transfer, and obtain the signature of the school’s principal on the application.
4. Turn in the form at the school to which you are requesting a transfer no later than close of business—4 p.m.—April 15, 2010.

If the transfer is approved, the family will be notified by mail and the student will be permitted to start at the requested school at the beginning of the following school year. If more students apply to a particular school than there are spaces available, a random lottery will be conducted.

The school system does not provide school bus transportation for transfers from one neighborhood school to another. School bus transportation is provided for students in Area and Countywide schools or programs, as well as their home/neighborhood school, to those who live more than one mile away from the school.