

NNPS Administrative Office Use Only

Approved: \_\_\_ Yes \_\_\_ No \_\_\_ N/A

Receiving School: \_\_\_\_\_

Grade: \_\_\_ TAG: \_\_\_ Yes \_\_\_ No

Special Education: \_\_\_ Yes \_\_\_ No

Date: \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_

Data Base: \_\_\_ Info. System: \_\_\_

School Notified: \_\_\_ Letter Sent: \_\_\_

NEWPORT NEWS



PUBLIC SCHOOLS

**SCHOOL LEADERSHIP**

12465 Warwick Blvd., NN, VA 23606-3041

Phone: 757-283-7850 • Fax: 757-595-2017

**2015-2016 ADMINISTRATIVE TRANSFER APPLICATION**

I hereby apply for consideration for out-of-zone placement of the named child for reasons stated below. ***If approved, I understand that transportation will be my responsibility.***

Student	Date of Birth	Grade	Student No.	M/F	Race
Preferred Telephone Number	Other Phone Number		E-Mail Address		
Name of Parent/Legal Guardian	Current Legal Address			Zip	
Zoned School	Requested School – First Choice		Second Choice ( <b>Required</b> )		

*(Review page 2 for a list of schools that are not available through the administrative transfer process.)*

**REASON FOR TRANSFER REQUEST:**

- 1. Majority/Minority - *(From a school in which the student is in the racial majority to a school in which he/she will be in a minority)*
- 2. Medical/Psychological (**Official Medical Record with Explanation MUST be attached**)
- 3. NNPS Employee - Employee Position: \_\_\_\_\_ School: \_\_\_\_\_  
*(For a student whose custodial parent is a Newport News employee, that parent must be a Newport News resident or have received a tuition waiver in accordance with Policy JFAB.)*
- 4. Victim of Crime (**Official Police Report MUST be attached**)
- 5. Child Care (**Child Care Form MUST be attached**)
- 6. Continuing - 5<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup> grade student who has been at the requested school up until this time.
- 7. Program \_\_\_\_\_ (Name of Program)

**GOOD STANDING:**

**Only students in good standing are eligible to receive an administrative transfer. The following conditions and requirements will apply to all administrative transfer requests and the continuance of attendance for students in requested schools:**

1. ***“Good standing” will include the following:***
  - a. *Not absent more than 10 days per year (unexcused)*
  - b. *Not tardy more than 15 times per year*
  - c. *Not disciplined more than once for a significant offense, or more than three times for minor incidents*

2. ***The Superintendent’s designee will establish a standard operating procedure to monitor and apply the good standing requirements.***

**PLEASE CAREFULLY REVIEW THE FOLLOWING**

Your child will need to attend his/her zoned school until you receive a response to your application.

For applications received before August 10, 2015, a letter will be mailed to your home address within 2 weeks after August 10, 2015.

Applications received after August 10, 2015 will not be processed until after September 21, 2015 and your child will need to attend his/her zoned school until you receive a response to your application.

If the first choice school does not have room for additional students, a second choice may be available, so please list an option.

Several schools are not available through the administrative transfer process. For example, magnet school programs are filled by a lottery using a separate application process. Students who are placed on the magnet school waiting lists are placed into the slots that become available. Programs that are not eligible for an administrative placement include: An Achievable Dream Academy, Deer Park Elementary, Dutrow Elementary, Hilton Elementary, Magruder Elementary, Newsome Park Elementary, General Stanford Elementary, Crittenden Middle, Huntington Middle, Washington Middle, An Achievable Dream Middle/High, Denbigh High, Heritage High, Warwick High, and Woodside High.

**Transportation will not be guaranteed, but the student will be permitted to ride a bus at an existing bus stop.**

**The student must be enrolled in Newport News Public Schools before this application can be processed.**

The information on the front of this form (Parent/Legal Guardian and legal address) must be current and match the student record in order for this application to be processed.

**Unless it is an extreme emergency situation, administrative transfers will only be approved to start at the beginning of the school year and at the semester break for high school students. Middle and elementary level students will only be approved at the beginning of the year.**

**AUTOMATIC RENEWAL:**

The Superintendent’s designee will establish a standard operating procedure to monitor and apply the automatic renewal provisions of Policy JCB.

**VHSL Eligibility:**

Any student who transfers from one school to another within the city, without a corresponding change of address, will be ineligible to participate in any VHSL activity for a period of one calendar year from the date of enrollment. The normal VHSL appeal process may be utilized for extenuating circumstances.

**PARENT/GUARDIAN’S SIGNATURE:**

I have read the above conditions and requirements set forth by Newport News Public Schools regarding administrative transfer approval. Permission is hereby granted for release of any medical or psychological information requested by the review committee of the Newport News Public Schools.

**I understand the administrative transfer may be revoked if guidelines are not followed, or good standing is not maintained.**

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

**PLEASE RETURN COMPLETED AND SIGNED FORM TO THE OFFICE OF THE CURRENTLY ENROLLED SCHOOL FOR PROCESSING.**

**Currently Enrolled School Office Use Only (Below This Line)**

Did student attend the REQUESTED school last year (2014-2015) [ ] Yes [ ] No

Absences: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused Tardies: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused Disciplinary Infractions: \_\_\_\_\_

TAG: \_\_\_\_\_ Special Education: \_\_\_\_\_ Student is in good standing? Yes [ ] No [ ]

Administrator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_