

# NEWPORT NEWS PUBLIC SCHOOLS

**SCHOOL LEADERSHIP**  
 12465 Warwick Blvd, NN, VA 23606-3041  
 Phone: 757-283-7850 • Fax: 757-595-2017

## 2019-2020 ADMINISTRATIVE TRANSFER APPLICATION

Applications received by June 14, 2019 will receive priority consideration and letters will be mailed in July. Applications received after this date will be considered pending available space at the requested school site after the first week of school.

Student	NNPS ID	DOB	Grade	M/F
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Telephone Number	Alternate Phone	Email Address
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Parent/Legal Guardian	Address	Zip
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Zoned School	Requested School- First Choice	Second Choice
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Please mark any that pertain to your student:  IEP  504 plan  TAG

**REASON FOR TRANSFER REQUEST:** (Please attach letter or documentation to support reason for request.)

- 1. Medical/Psychological (Official medical record with explanation must be attached)
- 2. NNPS Employee - Employee Position: \_\_\_\_\_ School: \_\_\_\_\_
- 3. Student Residing on Military Installation or in Military Housing (Housing contract must be attached)
- 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 is currently enrolled at the requested school.
- 7. Program \_\_\_\_\_ (Name of Program)

Only the reasons above will be considerations for an Administrative Transfer. Other reasons may be considered for Administrative Placement and must be agreed upon by both Principal and NNPS Executive Director of School Leadership. A conference with current school Principal is required. Please contact your student's current school to request a conference to discuss your concerns.

If your request is for a reason other than those listed above, please state the reason with an explanation below.

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**Administrative Placement:**

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

NNPS Executive Director Signature: \_\_\_\_\_

Administrative Placement  Approved  Denied  School Placement: \_\_\_\_\_

Please review the following information carefully:

- Your child must be enrolled in NNPS in order for this application to be processed.
- Your child must attend his/her current school until you receive a response to your request.
- This process can take up to 2 weeks prior to receiving a response.
- All administrative transfer decisions are based on available space. Transfers will not be approved for grade levels or school who are at capacity.
- Transportation is not guaranteed, but the student will be permitted to use an existing bus stop as long as space is available. If the bus reaches capacity, students on transfer will not be permitted to ride.
- General education students are not permitted to utilize special education buses.
- Administrative transfers will ONLY be approved at the beginning of the school year for elementary and middle school students. High school students may be approved at the semester break.
- As long as a student maintains good standing status, the administrative transfer will renew automatically each year that the student remains in the approved school.
- 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 circumstance.

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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. "Good standing" will include the following:

1. Not absent more than 10 days per year
2. Not tardy more than 15 times per year
3. Not disciplined more than once for a significant offense or more than three times for a minor offense

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Several schools are not available through the Administrative Transfer process. 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, Discovery STEM Academy, Newsome Park Elementary, General Stanford Elementary, Crittenden Middle, Washington Middle, An Achievable Dream Middle/High

PARENT/GUARDIAN SIGNATURE:

I have read the above conditions and requirements set forth by Newport News Public Schools regarding Administrative Transfer approval and attest that all information is accurate. I understand that transportation is not guaranteed if attending a school through the administrative transfer process.

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

**\*PRIOR TO SUBMITTING THIS FORM TO THE SECONDARY LEADERSHIP OFFICE, THE FOLLOWING INFORMATION MUST BE COMPLETED BY AN ADMINISTRATOR AT YOUR CHILD'S CURRENT SCHOOL. THIS REQUEST WILL NOT BE PROCESSED IF INCOMPLETE.\***

Currently Enrolled School Office Use Only (Below This Line)

Did student attend the REQUESTED school last year (2018-2019) [ ] Yes [ ] No

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

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

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