



Student's Name: \_\_\_\_\_  
(first) (last)

**PUPIL TRANSFER APPLICATION FOR SCHOOL YEAR 2010-11**

Secondary Schools—Grades 6 to 12  
*Application period: Nov. 2, 2009 to Jan. 15, 2010*

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

**Please Check the Requested School or Program**

\_\_\_\_\_ H-B Woodlawn Program Grade 6

\_\_\_\_\_ H-B Woodlawn Program Grade 9

\_\_\_\_\_ Kenmore Middle

\_\_\_\_\_ Wakefield Advanced Placement Network

\_\_\_\_\_ Washington-Lee International Baccalaureate

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

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**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.

**Print clearly or type all information.**

- Student's Name: \_\_\_\_\_  
(First) (Last)
- Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Child's age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- Current Grade: \_\_\_\_\_ School Currently Attending: \_\_\_\_\_
- List the grade for which you are applying: \_\_\_\_\_
- Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_
- Mother/Guardian Name: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Father/Guardian Name: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- What is the neighborhood school boundary zone in which you live?  
 \_\_\_\_\_  
Elementary Middle High  
(required for H-B Woodlawn 6th grade lottery)
- 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.  
 American Indian/Alaskan \_\_\_\_\_ Black \_\_\_\_\_ White \_\_\_\_\_  
 Asian/Pacific Islander \_\_\_\_\_ Hispanic \_\_\_\_\_ Unspecified \_\_\_\_\_
- 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: \_\_\_\_\_



# Applying to Secondary Countywide Schools or Programs and Secondary Neighborhood Schools

## Pupil Transfers

Transfers from one neighborhood school to another are permitted within the Arlington Public Schools (APS) 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 available on the APS Web site at [www.apsva.us/policies](http://www.apsva.us/policies) or call 703-228-7667.

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

## Application Period

**Middle and High Schools: Mon, Nov. 2, 2009 to Fri, Jan. 15, 2010 for the 2010-11 school year.**

A Pupil Transfer Application must be submitted when applying to another neighborhood school or when applying to the Advanced Placement Network at Wakefield High School, the H-B Woodlawn Secondary Program: entry at grade 6 or 9, the International Baccalaureate program at Washington-Lee High School, and Kenmore Middle School with its arts and communications technology focus.

Parents interested in the Dual Language Spanish/English Immersion programs offered at Gunston Middle School or Wakefield High School; as well as the Montessori Middle Years Program at Gunston Middle School may register their child through the course selection process.

Thomas Jefferson High School for Science and Technology has a separate admissions process. Please visit their Web site at [www.tjadmissions.org](http://www.tjadmissions.org) for further details.

## Application Process

**To apply for a transfer, parents/guardians must:**

1. Fill out a Pupil Transfer Application form available at all schools, the APS Web site at [www.apsva.us](http://www.apsva.us), 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. A schedule of the transfer orientation dates are available on the APS Web site at [www.apsva.us/schooloptions](http://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 by the application deadline—Fri, Jan. 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.

## Lottery:

H-B Woodlawn's lottery is scheduled for Tue, Jan. 19, 2010. Families will be notified of their student's selection in writing.

## Transportation:

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 countywide schools or programs who live more than 1.5 miles away from the middle or high school.