

**Draft 2: Proposed policy implementation procedures (PIP) (Phase 2 Review, Refine, Revise)  
Showing Mark Ups and Comments**

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**ARLINGTON PUBLIC SCHOOLS  
Policy Implementation Procedures  
25-2.2 Options and Transfers– Elementary and Secondary**

The Arlington Public Schools carries out a sustained, vigorous, **inclusive**, and culturally appropriate program to communicate clearly the attributes of all its schools and programs to assist families and students in making informed decisions. Application periods and deadlines are widely published each year. ~~Application and transfer forms are available **online and** at all APS schools and programs.~~

Option and transfer forms can be found at APS schools and programs, the central registration office and online. The forms are for

- **Admissions to an option school**
- **Transfers to a neighborhood school.**

**The following tables identify all APS option schools. APS will annually update the PIP to identify the number of seats that each option school or program can accept based on the most recent capacity utilization report.**

**Students who attend an option school and choose to leave the instructional program associated with that school must:**

- **Return to their neighborhood school, or**
- **Apply for a transfer to the option school they are attending**

<b>Elementary Options</b>		
<i>Requires an application as defined in section "Application and Admissions Process for Option Schools"</i>		
<b>Option School</b>	<b>Type of Options</b>	<b>Specialized Instructional Programs</b>
<b>Arlington Traditional School (ATS)</b>	<b>Countywide</b>	<b>Traditional and structured</b>
<b>Campbell Elementary School</b>	<b>Countywide</b>	<b>Expeditionary Learning through authentic hands on experiences and through nature.</b>
<b>Montessori Program at Drew Model School</b> <b>(moving out of Drew in Sept. 2019)</b>	<b>Countywide</b>	<b>Follows Maria Montessori's philosophy, children engage in learning activities of their own choosing in a multi-age, well-ordered physical environment.</b>
<b>Immersion Claremont (Zone 1) &amp; Key (Zone 2)</b>	<b>Within Zone</b>	<b>Two-way Spanish Immersion Program includes half-day content instruction in English and Spanish in developing communication skills of listening, speaking, etc.</b>
<b>International Baccalaureate (IB) Randolph (Zone 1) and Reed (Zone 2)</b>	<b>Within Zone</b>	<b>International Baccalaureate Primary Years Programs includes instruction in a foreign language (Spanish), community service activities, and student developed portfolios.</b>

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<b>Secondary Options</b>			
<i>Requires an application as defined in section "Application and Admissions Process for Option Schools"</i>			
<b>Option School</b>	<b>Type of Options</b>	<b>Specialized Instructional Programs</b>	<b>Prerequisites, Other Notes</b>
<b>H-B Woodlawn Secondary Program</b>	<b>Countywide</b>	The central focus is student choice. Students make choices in three general areas, use of time and personal behavior, educational goals and school governance.	No prerequisites
<b>Arlington Tech At the Career Center</b>	<b>Countywide</b>	Project-based learning, high school program that prepares students to succeed in college and in the workplace through collaborative problem solving.	No prerequisites
<b>Immersion Programs At Gunston and Wakefield</b>	<b>Countywide (if demand increases, may change to Zone)</b>	Continuation of the elementary Two-Way Spanish Immersion Programs.	All qualified Immersion students who reside outside of these schools' attendance areas will be admitted.
<b>AP Network At Wakefield</b>	<b>Countywide</b>	AP courses joined with academic and counseling support.	No prerequisites
<b>International Baccalaureate Program At Washington-Lee</b>	<b>Countywide (if a new high school is added, could change to Zone)</b>	The IB program comprises a holistic philosophy of learning that seeks to address the intellectual, philosophical, and social development of the student.	<b>ADD</b>
<b>Thomas Jefferson High School for Science and Technology (TJHSST)</b>	<b>Countywide</b>	The Governor's regional school offering a comprehensive college preparatory program emphasizing the sciences, mathematics, and technology.	View requirements at <a href="http://www.fcps.edu/registration/thomas-jefferson-admissions">www.fcps.edu/registration/thomas-jefferson-admissions</a>

**Application and Admissions Process for Option Schools**

**~~Transfer~~ Application Process**

To help families make informed decisions, the parents/guardians of the applicant are encouraged to

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visit, during school hours, both their neighborhood school and the **option school or program** to which they are applying. These visits are to occur during scheduled informational meetings or during previously arranged appointments with principals. The principals may make exceptions in the case of individual circumstances (for example, transportation, economic issues, or illness).

**Applications can be submitted at any school or to the central registration office. Schools forward applications to the central registration office which is responsible for processing all transfer applications and conducting lotteries when needed.**

**Applications for Option Schools are due by level on the following days**

- **Secondary – by the third Friday in January, by 4 p.m.**
- **Elementary – by April 15 (Note: If April 15 falls on a weekend or school holiday, the deadline is extended to the next instructional day for students.)**

~~The principal of the requested school shall act on all transfer requests on the first school day after the third Friday in January at the secondary school level and after April 15 at the elementary school level.~~

~~Parents/guardians request a transfer by submitting a completed form “Pupil Transfer Application” to the principal of the requested school. At the elementary school level, transfer applications must be submitted after February 1 and before April 15 for the following school year. At the secondary school level, transfer applications must be submitted after the first Monday in November and before the third Friday in January for the following school year.~~

**Lottery**

**When the number of applications for an option school exceeds the available seats, the Central Registration Office will conduct a random double-blind lottery to determine admission for available slots.**

**For Consideration: Every student registered for**

- **Kindergarten by April 15 is entered in the lottery for admission to elementary option schools.**
- **Grade 6 by the third Friday in January at 4:00 p.m. is entered in the lottery admission to secondary option schools.**
- **Parents who prefer to have their child attend the neighborhood school can opt out of the lottery on the application form. Phase 2 Review, Refine, Revise process will seek input on an inclusive lottery process for entry at Kindergarten and Grade 6.**

**Elementary Immersion Lotteries - will separate applicants into English and Spanish pools based on information available at registration to support a balance between English and Spanish-**

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speakers in each school.

**H-B Woodlawn and Arlington Tech lotteries - each year each neighborhood school will receive an allotment of slots based on the proportion of fifth graders living in each neighborhood school attendance zone. Students attending non-neighborhood APS schools, private schools, or home-schoolers will be included in their neighborhood school attendance zone lottery.**

For Consideration: seek input on an adjusted approach for the lottery, allocate slots to all APS elementary schools based on the actual number of 5th graders attending each school (regardless of their attendance zone); Home-school and private school applicants would continue to apply according to neighborhood zone address

**Notification of Admissions**

**The central registration office will notify families of the status of admission to the option schools.**

**Waitlist**

If the number of **applications for admissions to options schools** exceeds the number of available **seats**, a random double-blind lottery will **determine** the order for admitting **additional student applications**. Each **application for admission** submitted after the stated deadlines will be placed on a waiting list if the requested school does not have ~~transfer~~ vacancies.

**Families may:**

1. Accept the **admission to the option school**.
2. Reject the **admission to the option school** and ask to retain the position on the waiting list for consideration the next year if the admission invitation is offered after the school year has begun. In such cases, the students retain their positions on the list but are passed over for the remainder of the school year.
3. Reject the **admission to the option school** and be moved to the end of the waiting list if the admission invitation is offered for the ~~forthcoming~~ **following** school years.

<p><b>Transfers to Neighborhood Schools</b></p>
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~~APS provides for student transfers among neighborhood schools to meet the educational, familial, and developmental needs of individual students.~~

~~To preserve the neighborhood character of neighborhood schools, to prevent crowding, and to provide schools with a cushion for fluctuations in enrollment within their school boundaries~~

~~The Superintendent or designee will issue an updated list of the schools affected by this policy and the updated projections for all schools annually.~~

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~~Any parent or guardian of a student may receive a transfer to a neighborhood school other than the student's neighborhood school provided that:~~

- ~~▪ The transfer does not cause the receiving school to exceed its capacity limitations as defined above;~~
- ~~▪ The enrollment limitation described above is not exceeded; and~~
- ~~▪ The parents/guardians assume the responsibility for transportation, as necessary.~~

**Neighborhood school transfers are available to the extent possible given financial constraints and capacity limits.**

**APS will annually identify schools that can accept neighborhood transfers based on the most recent capacity utilization report.**

Annual report will be advertised outside of the PIP

~~Any parent or guardian of a student may receive a transfer to a neighborhood school other than the student's neighborhood school provided that the parents/guardians assume the responsibility for transportation, as necessary.~~ **Transportation addressed in policy, draft 2**

Once a transfer has been granted, enrollment will be continuous through the grade levels of that school unless the school is involved in redistricting. In such cases the Board may make a different determination regarding the status of transfer students. However, a transfer may be terminated if, in the opinion of the principal, after consultation with the Assistant Superintendent, Administrative Services, or the parents/guardians involved, it is creating a situation that is detrimental to the student and/or other students.

Transfers must take place before the beginning of a given school year. The Superintendent or Assistant Superintendent, Administrative Services must approve exceptions. High school students granted such an exception may not be eligible to participate in activities governed by the Virginia High School League for the remainder of that school year.

**Appeals are addressed in the revised policy, draft 2**

~~Decisions made under this policy may be appealed to the Superintendent's designee, the Assistant Superintendent of Administrative Services. The appeal shall be submitted to the Assistant Superintendent of Administrative Services by the parent/guardian, in writing, and should include the specific reasons and justification for why an exception should be granted. If families are dissatisfied with the answer to their appeal, they may then appeal in writing to the School Board.~~

~~APS offers **Virginia Preschool Initiative (VPI)** and Primary Montessori **classes** at selected schools throughout the county. Application forms for these classes and programs are available at the schools~~

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referenced below.

Preschool applications will be accepted beginning February 1 and continuing through April 15 prior to the beginning of the school year for which the application is being made.

If there are more applications than spaces available in an APS preschool class, a random double-blind lottery will be held. As a result of this lottery, a waiting list will be created. As space becomes available, admission will be offered to students on the waiting list in the order established by the lottery. Additional applications that are received after the application period will be added, in the order received, at the end of the waiting list for each category identified in the school and program descriptions below.

Preschool now makes up a separate PIP

Preschool
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**Virginia Preschool Initiative (VPI)**

The Virginia Preschool Initiative (VPI) program is a grant-supported program from the Commonwealth of Virginia to provide quality preschool programs for at-risk four year olds. To qualify for the program, the child must be an Arlington County resident, be four years old on or before September 30 and meet income requirements set by the Commonwealth of Virginia.

Admission preference is based on income and other risk factors. VPI classrooms are located at selected elementary school sites. Transportation will be available to students attending a countywide site or who live within the attendance zone but outside the walk zone.

**Primary Montessori**

APS provides Montessori classes for three, four, and five year old students in selected locations and as resources allow. Two thirds of the positions in each Montessori class are reserved for children whose parents' or guardians' income is at or less than 80% of the median income for a family of four in Arlington County.

Tuition shall be charged on a sliding scale for all enrolled students during the 3-year-old year. During the four-year-old year, parents or guardians' of four year old children whose income is at or less than 80% of the median income for a family of four in Arlington County pay no fee. All students in the Montessori classroom who are 5 years old on or before September 30 do not pay a fee as it is the kindergarten year.

Preference for openings that may occur for five year olds is given to students with previous Montessori experience.

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**~~Campbell Primary Montessori~~**

~~Admission to Campbell Elementary School is available to students residing in the attendance areas for the following feeder schools: Abingdon, Barcroft, Carlin Springs, Henry, Hoffman Boston, Oakridge, and Randolph and will be offered in the following order:~~

- ~~▪ Siblings of older students who will be concurrently enrolled in any program located at Campbell~~
- ~~▪ Students from feeder schools listed above~~
- ~~▪ Students from the other **APS elementary** schools.~~

**~~Drew Primary Montessori~~**

~~Admission to the Drew Primary Montessori **classes** for children 3-5 years old will be offered in the following order:~~

- ~~▪ Siblings of older students who will be concurrently enrolled in any program located at Drew Model School~~
- ~~▪ Other students who reside in Arlington County~~

**~~Neighborhood Primary Montessori~~**

~~There are Neighborhood Primary Preschool **classes** which serve a cluster of feeder schools set by the School Board. Admission to these **classes** will be offered in the following order:~~

- ~~▪ Siblings of older students who will be concurrently enrolled in the Montessori **class** at the neighborhood school in which the **class** is located. If, prior to the first day of school, one of the siblings does not continue in the Montessori **class** the sibling admitted under sibling preference will move to the bottom of the appropriate wait list and be considered as any other student residing within the attendance area.~~
- ~~▪ Other students residing within the attendance areas of the feeder schools designated for that **class**~~
- ~~▪ If spaces remain, students from outside the attendance areas of the feeder schools~~

~~Students completing **Montessori classes** will receive preference for a transfer **to the countywide Montessori program** over other transfer applicants, except siblings.~~

Option school information revised/streamlined in tables above

**~~General Information on Elementary and Secondary Options~~**

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The current list of all Arlington Public Schools (APS) schools and programs is available at all schools and programs, the Department of School and Community Relations, and on the APS website: <https://www.apsva.us/>.

Transportation is provided by APS to eligible students for these area and countywide elementary and secondary schools and programs.

**Elementary Options**

**Arlington Traditional School (ATS)**

Arlington Traditional School is a countywide elementary school (for information on admission to the VPI class see above). Students will be chosen through a random double-blind lottery. The following students are guaranteed admission to ATS at the kindergarten entry level:

- Students who have completed the VPI class at ATS
- Siblings of older students who will be concurrently attending ATS

Other students who live in Arlington may then be admitted on a space available basis.

**Barrett Elementary School**

All students who live in the Barrett Elementary School attendance area and all students who attend Pre-K at Barrett who live in the Ashlawn, McKinley, Nottingham or Tuckahoe attendance areas are guaranteed admission to Barrett. Admission and transportation is available to students residing in the attendance areas for the following feeder schools: Ashlawn, Glebe, Long Branch, McKinley, Nottingham, and Tuckahoe. Admission to Barrett Elementary School will be offered in the following order:

- Siblings of older students who will be concurrently attending Barrett;
- Students from feeder schools projected to be above 95% capacity within the next three years;
- Students from the feeder schools, regardless of enrollment projections; and
- Other students residing in Arlington (transportation not provided).

The APS Waiting List procedures described above are followed except that after September 30 any spaces at any grade, K-5, which become available will first be offered to applicants from feeder schools identified as having enrollments at 95% of capacity or above to balance enrollment. Additional applications that occur after the application period will be added, in the order received, at the end of the waiting lists for each category. Twins, although admitted as two, will be treated as one in the selection process.

**Campbell Elementary School**

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~~Admission to Campbell Elementary School is available to students residing in the attendance areas for the following feeder schools: Abingdon, Barcroft, Carlin Springs, Henry, Hoffman Boston, Oakridge, and Randolph. Students in the preschool programs located at Campbell have the option to remain at Campbell without having to enter the kindergarten level lottery. Admission to Campbell Elementary School will be offered to others in the following order:~~

- ~~▪ Siblings of older students who will be concurrently attending Campbell;~~
- ~~▪ Students from feeder schools whose projected enrollment within the next three years reaches 95% of capacity or above;~~
- ~~▪ Students from other feeder schools, regardless of enrollment projections; and~~
- ~~▪ Other students residing in Arlington (transportation not provided).~~

~~The APS Waiting List procedures described above are followed except that after September 30 any spaces at any grade, K-5, which become available will first be offered to applicants from feeder schools identified as having enrollments at 95% of capacity or to balance enrollment. Additional applications that occur after the application period will be added, in the order received, at the end of the waiting lists for each category. Twins, although admitted as two, will be treated as one in the selection process.~~

**Claremont and Key Immersion Elementary Schools**

~~Claremont and Key Elementary Immersion Schools strive to maintain a balance of approximately 50 percent native Spanish-speaking (or Spanish-dominant) and 50 percent native English-speaking (or English-dominant) students and base admission in the upper grades on staff analysis of language proficiency and balance as well as space availability. The application of such a policy does not exclude students whose first or dominant language may be other than English or Spanish (e.g., Chinese, Urdu, and Arabic). Such students are included in the English-speaking category.~~

~~Students in the preschool programs located at Claremont or Key have the option to remain at Claremont or Key without having to enter the kindergarten level lottery. Students residing in the Neighborhood (Key/Science Focus) for Key or the Cluster (Abingdon/Hoffman Boston/Oakridge) for Claremont are guaranteed admission to that school. Admission to Claremont and Key Elementary Immersion Schools will be offered to others in the following order:~~

- ~~▪ Siblings of older students who will be concurrently attending Claremont or Key~~
- ~~▪ In the case of Key, students from its team (Jamestown and Taylor) schools~~
- ~~▪ Students who live within Claremont and Key's identified boundaries~~
- ~~▪ Students from one school's waiting list if space is available in the other school~~

**Drew Model School**

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All students who live in the Nauck community (those children residing in the Nauck Civic Association neighborhood who also live within the Hoffman Boston attendance area) are guaranteed admission to Drew Model School or, if they choose, to Hoffman Boston Elementary School.

**Graded Program Kindergarten—Grade 5**

The following students are guaranteed admission to the Graded Program at Drew:

- All students who live in the Nauck community
- Students already enrolled in the Drew Montessori programs, and
- Siblings of older students who will be concurrently attending Drew.

Other students who live in Arlington may then be admitted on a space available basis.

Nauck students enrolled in the elementary Montessori program may enter the Graded Program at any grade. Students who reside outside the Nauck community may enter the Graded Program at any grade where space is available.

**Elementary Montessori Grades 1—5**

Students who enter the Montessori Program at Drew at the primary level, as well as students who reside in the Nauck community with previous Montessori experience at places other than Drew, are guaranteed admission to the Elementary Montessori Program through fifth grade without having to apply at the first grade entry level. All entry-level applicants (Grade 1) with previous Montessori experience who will have older siblings concurrently attending Drew are guaranteed admission to the Elementary Montessori Program. Other entry-level applicants will be admitted to the Montessori program in the following order:

- Students enrolled in another APS preschool Primary Montessori class
- Students who live in Arlington County who have had the equivalent of at least one-half of a regular APS school year in a certified Montessori program
- Other students in the Graded Program Kindergarten at Drew
- Other students who reside in the Nauck community
- Other students who live in Arlington County

Students above Grade 1 without Montessori experience will be offered admission on a case-by-case basis based on the likelihood that the student can adjust to a Montessori program in the absence of prior Montessori experience.

**Jamestown, Key, Science Focus, and Taylor Team**

Students residing in each school's attendance area (the Arlington Science Focus School attendance area is considered to be the same as the Key Elementary School neighborhood attendance area) are

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~~guaranteed admission to that school. Admission to the Team schools, other than Key, will be offered in the following order (Admission to Key Immersion School is outlined separately above):~~

- ~~▪ Siblings of older team students who will be concurrently attending the school~~
- ~~▪ Siblings of older out-of-team students who will be concurrently attending the school~~
- ~~▪ Students from other team schools~~
- ~~▪ Out-of-team students (transportation not provided)~~

~~During the school year, Team students who move within Arlington but out of the designated Team attendance area may:~~

- ~~▪ Complete the year in the school in which they are enrolled. (Parent/guardian will be responsible for transportation.)~~
- ~~▪ Complete the year at the school serving their new residence.~~

~~The following year these students will attend the school serving their new residence or apply for admission to remain in their previous school.~~

**Randolph Elementary School**

~~In addition to all students who live in the Randolph attendance area, those students residing in the Barcroft attendance area who do not choose the year round program there are guaranteed admission to Randolph.~~

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**Secondary Options**

**H-B Woodlawn Secondary Program**

Entry at Grade 6

~~An allotment of slots for each neighborhood school, based on the proportion of fifth graders living in each neighborhood school attendance zone, will be determined each year. Students attending non-neighborhood APS schools, private schools, or home schoolers will be included in their neighborhood school attendance zone lottery. If all slots are not filled through this process, a follow-up double blind lottery will take place for all students who had completed applications but were not admitted through the school-by-school lottery. This wait list will remain in place through eighth grade.~~

Entry at Grade 9

~~A random double-blind lottery will take place to determine admission for available slots. This lottery will be system-wide for interested students who apply for admission for the ninth grade year. Twins, although admitted as two, will be treated as one in the selection process.~~

**Arlington Tech**

~~An allotment of slots for each middle school attendance area will be determined each year. If more students apply than the allotment of slots available for a specific attendance area or areas, a random double blind lottery will take place for all students in that area(s) who had completed an application in accordance with the required timeline.~~

**Thomas Jefferson Middle School** Within the proposed revisions, Jefferson will be listed among neighborhood school that can accept transfers (transportation provided)

~~In addition to students in its regular attendance area, students throughout the county may apply for admission to International Baccalaureate Middle Years Programme at Thomas Jefferson Middle School, as long as the building has sufficient capacity to accommodate the applicants. If,~~

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~~Kenmore Middle School~~ Within the proposed revisions, Kenmore will be listed among neighborhood school that can accept transfers (transportation provided)

~~In addition to students in its regular attendance area, students throughout the county may apply for admission to the Kenmore Middle School, with its Arts and Communication Technology focus, as long as the building has sufficient capacity to accommodate the applicants. **If more students apply than the allotment of slots available for a specific attendance area or areas, a random double blind lottery will take place for all students in that area(s) who had completed an application in accordance with the required timeline.**~~

### ~~Gunston and Wakefield Immersion Programs~~

~~The language immersion programs housed at Gunston Middle School and Wakefield High School provide an academic continuation of the elementary immersion programs provided at Claremont and Key. Students who leave the immersion program will return to their home school or apply for a transfer to remain in their previous school.~~

~~All qualified Immersion transfers to Gunston and Wakefield who reside outside of these schools' attendance areas will be admitted.~~

### ~~Wakefield AP Network~~

~~In addition to students in its regular attendance area and regular transfers, students throughout the county may transfer to Wakefield High School to participate in its AP Network.~~

### ~~Washington Lee International Baccalaureate Program~~

~~Qualified International Baccalaureate transfers to Washington Lee who reside outside of the Washington Lee attendance area will be eligible for admission. Students who receive an IB transfer must enroll in the Pre-IB/AP Government course in Grade 10 and enroll and complete three or more IB courses in both Grade 11 and in Grade 12 or apply for and receive a Non-IB transfer to remain at Washington Lee. Students not meeting these requirements will move to their home school for their high school education.~~

~~Applicants for the Grade 11 IB Diploma Program must successfully complete the Pre-IB/AP Government course in Grade 10 and the recommended courses outlined in the Program of Studies as well as the application packet meeting the requirements of the International Baccalaureate Organization (IBO).~~

~~The number of IB slots available for transfer will be determined by the Superintendent or designee each year based on the previous year's Grade 9 admissions and Grade 12 completions. If the number~~

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Disclaimer: This document is a working draft and is provided for information and discussion only. The information contained herein is subject to change.

**Draft 2: Proposed policy implementation procedures (PIP) (Phase 2 Review, Refine, Revise)  
Showing Mark Ups and Comments**

Key:

- Notes are highlighted in yellow and will not be part of the policy. They're designed to provide context.
- Proposed deletions are highlighted in gray and show strikeouts through the text.
- Proposed additions are in bold and use a different font.

**ARLINGTON PUBLIC SCHOOLS  
Policy Implementation Procedures**

**25-2.2 Options and Transfers– Elementary and Secondary**

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of transfer applicants exceeds the number of positions, then a lottery will be conducted.

**~~Thomas Jefferson High School for Science and Technology (TJHSST)~~**

~~Thomas Jefferson High School for Science and Technology (TJHSST) is a Fairfax County public school designated by the Virginia Department of Education as a Governor's regional school offering a comprehensive college preparatory program emphasizing the sciences, mathematics, and technology. Any Arlington County student enrolled in grade eight may apply, and if selected, attend TJHSST tuition free. Ninth grade students may apply for replacement positions following the application process established by TJHSST.~~

~~The Arlington Public Schools shall provide transportation to and from TJHSST during regular school hours for Arlington students.~~

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