

**ARLINGTON PUBLIC SCHOOLS**  
**Policy Implementation Procedures**  
**25-2.2.2 Options and Transfers– Elementary and Secondary**

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

- Admission to an option school/program or
- another neighborhood school **that is able to accept transfers, based on the Superintendent’s annual update to the School Board.**

**The Superintendent’s annual update to the School Board will be used to identify the number of seats available the following school year for**

- **Admissions to an option school/program, and**
- **To identify which neighborhood schools that can accept transfers.**

Some **option** programs serve students within a neighborhood school. Students who are admitted to the program and choose to leave or do not **continue to** meet the program requirements must:

- Apply for a transfer to continue enrollment at the **option** school ~~outside of the program~~, or
- Return to their neighborhood school.

### **TRANSFERS TO NEIGHBORHOOD SCHOOLS**

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

A transfer may be terminated if, in the opinion of the principal **and** after consultation with the Superintendent’s designee **and** the parents/guardians involved, it is creating a situation that is detrimental to the student and/or other students.

Transfers **to neighborhood schools** must **be consistent with the application process below, and** must take place before the beginning of a given school year. The Superintendent/designee 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.

### **ADMISSIONS TO OPTION SCHOOLS/PROGRAMS**

The following tables identify all APS option schools/programs, **and each requires an application as defined in the “Application and Admissions Process for Option Schools/Programs” section.**

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<b>Elementary Options</b>			
<b>Option School/Program</b>	<b>Type</b>	<b>Specialized Instructional Programs</b>	
Arlington Traditional	Countywide	Traditional and structured	
Campbell	Countywide	Project based learning (EL Education) and an outdoor learning program	
Montessori at Drew Model	Countywide	Follows Maria Montessori’s philosophy, children engage in learning activities of their own choosing in a multi-age, well-ordered physical environment.	
Immersion Claremont and Key	Area	Two-way Spanish Immersion Program includes half-day content instruction in English and Spanish in developing communication skills of listening, speaking, etc.	
<b>Secondary Options</b>			
<b>Option School/Programs</b>	<b>Type</b>	<b>Specialized Instructional Programs</b>	<b>Prerequisites, Other Notes</b>
H-B Woodlawn Secondary Program	Countywide	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
Arlington Tech at the Career Center	Countywide	Project-based learning, high school program that prepares students to succeed in college and in the workplace through collaborative problem solving.	<ul style="list-style-type: none"> <li>Algebra 1 or higher by end of 8th grade</li> </ul>
Immersion at Gunston and Wakefield	Countywide	Continuation of the elementary Two-Way Spanish Immersion Programs. All qualified immersion students will be admitted.	Students new to APS demonstrate the language skills needed for entry into the program.
AP Network at Wakefield	Countywide	AP courses joined with academic and counseling support.	C’s or higher in all core classes in 8th grade
International Baccalaureate at Washington-Lee	Countywide	The IB program comprises a holistic philosophy of learning that seeks to address the intellectual, philosophical, and social development of the student.	<ul style="list-style-type: none"> <li>A’s and B’s in all subjects</li> <li>Algebra I or greater in 8th grade or Geometry or greater in 9th grade</li> <li>Spanish II, French II, Chinese II or Latin II in 8th grade OR Spanish III, French III, Chinese III or Latin III in 9th grade</li> <li>Short answer/essay question</li> </ul>
Montessori at Gunston	Countywide	Follows Maria Montessori’s philosophy, children engage in learning activities of their own choosing in a multi-age, well-ordered physical environment.	All qualified Montessori students will be admitted.
Thomas Jefferson H.S. for Science & Technology	Countywide	The Governor’s Regional School offering a comprehensive college preparatory program emphasizing the sciences, mathematics, and technology.	Requirements found at <a href="http://www.fcps.edu/registration/thomas-jefferson-admissions">www.fcps.edu/registration/thomas-jefferson-admissions</a>

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**APPLICATION AND ADMISSIONS PROCESS**

**Application Process**

To help families make informed decisions, the parents/guardians of the applicant are encouraged to visit, during school hours, both their neighborhood school and the **option** school/**program** to which they are applying. Schools/programs offer scheduled informational meetings, or when needed, families can work with the principals to schedule an appointment.

All applications for neighborhood school transfers and option school/program admissions are submitted to the central registration office, which is responsible for managing and processing all neighborhood school transfers and option schools/program applications, lotteries, notifications and waitlists.

Applications for transfer to a neighborhood school or admission to option schools/programs 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.)

**Lotteries**

When the number of applications for an option school/program exceeds the available seats, the central registration office will conduct a random double-blind lottery to determine admission for available slots.

**For elementary schools/programs requiring lotteries, as guaranteed by the policy, preschool and sibling applicants will be accepted first and then a lottery will be conducted for the other applicants to fill the remaining slots.**

Lotteries will be conducted in the same manner with some exceptions as defined below.

**Elementary Immersion Lotteries** - will separate applicants into English and Spanish pools based on information available at registration. This lottery is designed to support a balance of English and Spanish-speakers.

**Secondary Lotteries** – will separate applicants into pools based on the neighborhood school attendance zone in which they reside. An allotment of slots is allocated to neighborhood attendance zone based on the proportion of students in that zone for the countywide grade level cohort:

- Grade 5 for middle school/program lotteries
- Grade 8 for high school/program lotteries

**Students enrolling in APS who are currently attending private schools, or identified as home-schoolers will apply based on the neighborhood school attendance zone in which they reside.**

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~~each year each, feeder schools/programs at the prior level will receive an allotment of slots for secondary option schools/programs based on the proportion of students at the appropriate grade level in each APS school/program.~~

**Notification of Admissions**

The central registration office will notify families of the status of admission to the option schools/programs and neighborhood school transfers.

**Waitlist**

The lottery will be used to 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/program does not have vacancies.