

Executive Summary

The Enrollment Management Plan (EMP) shares the process, documents the operational decisions, and provides rationale that Arlington Public Schools (APS) uses to manage enrollment for the next school year. The EMP references multiple resources in understanding enrollment needs across our school division. These resources include:

- September 30th Membership Enrollment,
- Fall 2024 10-Year Projections Report,
- Ongoing Program Capacity Study,
- Discussion and meetings with the Offices of Academics and School Support regarding specific educational needs and the lottery process for all options schools and programs, and
- School Board Policies and Policy Implementation Procedures (PIPs).
 - [Policy B-2.1 Boundaries](#) and [Policy Implementation Procedure B-2.1 PIP-1 Boundaries](#).
 - [Policy J-5.3.31 Options and Transfers](#) and [Policy Implementation Procedure J-5.3.31 PIP-1 Options and Transfers – Elementary and Secondary](#).

APS provides annual enrollment projections for grades K to 12¹. This school year's September 30th membership enrollment data reports that APS has 27,029 K-12 students surpassing the previous historical peak of 26,906 K-12 students on September 30, 2019. K-12 capacity utilization at the school division level is 89% with elementary school (K-5) utilization at 85%, middle school utilization at 96%, and high school utilization at 91%. The Fall 2024 10-Year Projections Report indicates that K-12 enrollment will increase moderately by 1.6% next school year, 2025-26. The largest growth is expected at the middle school level followed by the high school level. Based on these projections, the EMP will offer limited transfers next school year.

APS currently uses design capacity as a benchmark for the enrollment management plan to determine a school's capacity utilization and seat availability. Design capacity is based on the original classroom spaces assigned during construction or a major renovation. This school year, APS is reviewing all elementary and middle schools through a program capacity lens. While a building's design capacity is a static measure capturing one point in time of a school's space needs, program capacity, reviewed on an annual basis, is a dynamic measure of how school spaces are used based on core and specific educational programs. Once the program capacity study is complete, APS will use program capacity to determine seat availability and capacity utilization to support future enrollment management plans.

In the last few years, the EMP has offered neighborhood and targeted transfers. The September 30, 2024, membership report showed a total of 114 students accepted voluntary neighborhood or targeted transfers, 3 fewer than the prior school year. Targeted transfers have not yielded the expected benefits in enrollment adjustments, and this EMP recommends only one targeted transfer option at the elementary school level. The EMP also recommends only one neighborhood transfer option at the middle school level due to enrollment projections and building capacity. Tables [1](#) and [2](#) give more detailed information on these transfer opportunities described below.

- Targeted Transfer: Innovation Elementary will accept transfers from specific planning units in the Arlington Science Focus neighborhood attendance boundary that are walkable to Innovation.
- Neighborhood Transfer: Williamsburg Middle School has available capacity and will accept

¹ PreK enrollment is not part of the enrollment projections process. PreK program numbers represent the maximum number of budgeted PreK seats annually. It is added to the K-12 projections to provide a holistic PreK-12 view on future enrollment trends.

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neighborhood transfers with priority given to students residing in the Nottingham and Tuckahoe Elementaries attendance zones who live in the Swanson Middle School attendance zone.

There are no high school transfers offered for the next school year due to enrollment projections and building capacity.

Working together with the Offices of Academics and School Support, specific programmatic changes for the next school year include:

- Moving one Interlude class from Campbell to Nottingham,
- Adding a new Interlude class at Nottingham,
- Adding a new Multi-Intervention Program for Students with Autism (MIPA) class at Innovation, and
- Adding a new MIPA class at Williamsburg.

The number of option school/program seats is reviewed annually in the Fall with the Offices of School Support and Academics. Enrollment at option schools should follow similar capacity utilization approaches to neighborhood schools. Once a student is admitted to an option school/program, they may stay through completion or withdrawal from the school/program. Specific information on option schools and programs may be found at apsva.us/school-options. [Table 3](#) shows the number of seat allocations for option schools/programs and neighborhood and targeted transfers.

The Enrollment Management Plan (EMP) is part of the annual planning process shown in [Figure 1](#). The EMP uses the 10-Year Fall Projections Report and the identified needs by the Offices of Academics and School Support to plan for the next school year.

Table 1 - Elementary School Transfers and Program Changes for 2025-26

Sending School	Receiving School	Enrollment Management Plan Action(s) for 2025-26	No. Transfers Prior Years
ASFS	Innovation	Innovation Elementary will accept transfers from specific planning units in the Arlington Science Focus neighborhood attendance boundary that are walkable to Innovation. These planning units are 23211, 24080, 24100, 24111, and 24120.	2023-24: 2 2024-25: 6
Campbell	Nottingham	Move one Interlude class from Campbell to Nottingham.	NA
NA	Nottingham	Add one new Interlude class.	NA
NA	Innovation	Add one new MIPA class.	NA

Table 2 - Middle School Transfers and Program Changes for 2025-26

Sending School	Receiving School	Enrollment Management Plan Action(s) for 2024-25	No. Transfers Prior Years
All middle schools	Williamsburg	Williamsburg Middle School will accept neighborhood transfers with priority to students in Nottingham and Tuckahoe Elementaries' attendance zones residing in Swanson Middle School's attendance zone (planning units 16040, 16050, 16060, 16070, 16130, and 16140).	2023-24: 12 2024-25: 8
NA	Williamsburg	Add one new MIPA class.	NA

Table 3 – Seat Allocations for 2025-26

School	Seat Allocation	Notes
Elementary Option Lottery		
ATS	<ul style="list-style-type: none"> 4 kindergarten classes (96 seats) 2 VPI classes (32 seats) 	No change.
Campbell	<ul style="list-style-type: none"> 3 kindergarten classes (72 seats) 2 VPI classes (32 seats) 	No change.
Claremont	<ul style="list-style-type: none"> 4 kindergarten classes (96 seats) 2 VPI classes (32 seats) 	Reduced VPI classes from 4 to 2 per direction from Academics. Align VPI classes/program seats with Escuela Key.
Escuela Key	<ul style="list-style-type: none"> 4 kindergarten classes (96 seats) 2 VPI classes (32 seats) 	No change.
Innovation	<ul style="list-style-type: none"> 2 VPI classes (32 seats) 	Reduced VPI classes from 3 to 2 per direction from Academics.
MPSA	<ul style="list-style-type: none"> PK3: 54 seats PK4: 14 seats K: 6 seats 	Seats provided by Principal.
Elementary Targeted Transfers		
ASFS to Innovation No transportation	<ul style="list-style-type: none"> 48 total seats 8 seats per grade level (K-5) 	Only open to students residing in planning units 23211, 24080, 24100, 24111, and 24120
Middle School Neighborhood Transfers		
Williamsburg No transportation	<ul style="list-style-type: none"> Grade 6: 40 seats Grade 7: 20 seats 	Open to all students with priority to students in Nottingham and Tuckahoe attendance zones residing in Swanson Middle School's attendance zone (planning units 16040, 16050, 16060, 16070, 16130, and 16140).
High School Option Lottery		
W-L IB program	<ul style="list-style-type: none"> Grade 9: 80 seats Grade 10: 10 seats Grade 11: 5 seats 	Open to all eligible students.
Wakefield AP Network	<ul style="list-style-type: none"> Grade 9: 5 seats 	No change from last year. Open to all students
Arlington Tech	<ul style="list-style-type: none"> Grade 9: 150 seats Grade 10: 20 seats Grade 11: 10 seats 	Open to all eligible students.

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H-B Woodlawn Lottery		
Grade 6	75 seats	Allocation of seats by elementary school.
Grade 9	26 seats	Allocation of seats by middle school.

Figure 1

SCHOOL YEAR 2024-25 PLANNING TIMELINE

<p>OCTOBER</p>	<p>DECEMBER - JANUARY</p>	<p>JANUARY</p>
<p>September 30 Enrollment Snapshot The Sept. 30 official enrollment is published, which is the basis for the following school year's Fall K-12 Enrollment Projections.</p>	<p>Enrollment Conversations with Principal Groups Planning staff conversations with Principals regarding upcoming adjustments to enrollment levels.</p>	<p>10-Year Fall Projections Report Published The Fall K-12 Enrollment Projections for the following school year and allocated PreK seats set by the Academics Office is shared online.</p>
<p>FEBRUARY</p>		<p>MARCH</p>
<p>January 31 Enrollment Snapshot The January 31 enrollment is used to prepare the Spring Update to the Enrollment Projections for the following school year.</p>	<p>Enrollment Management Plan Published The plan includes steps APS is taking to manage enrollment for the following school year including transfers offered and placement for specific educational programs.</p>	<p>Spring Update to Projections Published The Fall K-12 Enrollment Projections and PreK allocations are updated with information from the Enrollment Management Plan. The Budget Office sends staffing budget allocation sheets to schools based on the Spring Update to Projections.</p>
<p>APRIL</p>	<p>MAY</p>	<p>JUNE</p>
<p>Program Capacity Report Published The Program Capacity Report includes program capacities at all Elementary and Middle Schools for SY2024-25. This report provides greater insight into space availability and needs at our schools.</p>	<p>Relocatable Study Published The Relocatable Study establishes locational placement for temporary relocatable classrooms at each school in APS based on enrollment, physical constraints and environmental impediments.</p>	<p>Pre-Capital Improvement Plan (Pre-CIP) The Pre-CIP builds from the last CIP and recommends priorities for the School Board to consider in developing the next CIP. This report uses the Program Capacity Report and Enrollment Projections to make recommendations on facility needs and supports the boundary review process.</p>
<p>JUNE - AUGUST</p>		
<p>Boundary Review for Elementary and Middle Schools The Boundary Review process for Elementary and Middle Schools uses the Enrollment Projections, Program Capacity Report, and Boundary Policy and Policy Implementation Procedure (PIP) as guidelines to determine if any boundaries need to be changed based on projected over or under enrollment at schools.</p>		