

STUDENTS

Student Registration Requirements and Procedures

I. Student Registration

Students new to Prince William County Public Schools (PWCS) will complete the registration process at the appropriate level school which serves their home address, unless a student transfer request has been approved for individual student needs per Regulations 721-1, “Student Transfers – Kindergarten/Elementary/Middle School” and 721-2 “Student Transfers – High School.” In this case, the student will register at the receiving school rather than at the base school. School staff must verify the student’s residency, eligibility for registration, and placement after a review of the documentation required for registration. In some cases, questions pertaining to custody and tuition may need to be addressed.

Federal and state laws stipulate that homeless children and youth, and foster care children and youth must be registered in a manner that expedites enrollment and placement in school. School staff must adhere to the procedures outlined in Regulations 718-1, “Students Experiencing Homelessness” and Regulation 714-1, “Registration of Students in Foster Care.”

Students whose primary language is not English should complete the registration, assessment, and orientation processes through Central Registration. Parents/guardians are requested to call Central Registration for further information and/or to make an appointment.

A. Documentation Required for Registration

1. Proof of residence within the school’s attendance area is to be provided at the time of registration.
 - a. Deed for residential property or contract on a residential property in Prince William County; or
 - b. Current rental or lease agreement for residential property; or
 - c. Notarized Affidavits of Residency attesting to bona fide residency in Prince William County (see Regulation 711-3, “Residency”); and
 - d. Two additional types of documentation showing the residence address (see Regulation 711-3, “Residency”) to be provided at the time of registration or within 10 school days.

2. A certified copy of the student’s birth certificate. A photocopy of the child’s birth certificate does not meet this requirement. If no birth certificate is available, completion of the Birth Certificate Affidavit is required (see Regulation 723-2, “Verification of Date of Birth”). If a Birth Certificate Affidavit is provided in lieu of a birth certificate, the following procedures must be followed:
 - a. A copy of the Birth Certificate Affidavit must be immediately forwarded to the school resource officer; and
 - b. The parent/guardian must present an official birth certificate within 90 days of enrollment.
 3. Documented proof of required immunizations (see Regulation 723-6, “Immunization Requirements”).
 4. Negative results of a tuberculosis screening test for students who have been outside the United States or United States territories for three or more consecutive months during the five years prior to the registration date (see Regulation 723-4, “Tuberculosis (TB) Screening Requirements”).
 5. A comprehensive physical examination for students in grades kindergarten through five performed within 12 months prior to the date the student first enters public school (see Regulation 723-5, “Physical Examination”).
 6. A copy of the current Individualized Education Program (IEP) for students receiving special education services.
 7. Custody documents, if applicable.
- B. Registration Procedures
1. Residence in Prince William County in the base school’s attendance area must be verified prior to beginning the registration process. Birth certificates may be photocopied and retained in the student record, all other documents shall be reviewed and noted in the student information system. The Affidavit of Residency (see Attachment II, Regulation 711-3), if completed by the parent/guardian, must be retained in the Student Educational Record.
 2. The Student Information Worksheet for Custody, Tuition, and Eligibility for Enrollment (see Regulation 711-3, Attachment I) must be completed when a student is enrolled by someone other than a parent. A school-based

administrative decision must be made to determine whether or not tuition is required for enrollment.

3. The Home Language Survey (HLS) shall be completed prior to beginning the registration procedure. Students whose primary language is not English should complete the registration, assessment, and orientation processes through the Central Registration office.
 - a. School staff will review the answers on the HLS and complete the Base School Verification Form, if applicable.
 - b. If it is determined that the student needs to register through Central Registration, school personnel may assist the family in making an appointment. The base school will send the HLS and the Base School Verification form to the appropriate Central Registration site prior to the student's registration appointment. All registration paperwork will then be completed through Central Registration.
 - c. If a parent/guardian contacts Central Registration prior to contacting the student's base school and it is determined that a student is eligible for Central Registration services, all registration paperwork will be completed through Central Registration and forwarded to the student's base school.
4. The PWCS Residency Information form shall be provided to all parents/guardians upon enrollment and completed if applicable.
5. The PWCS Registration form shall be completed by the student's parent/guardian or eligible student either at the base school or at Central Registration.
6. A certified copy of the student's birth certificate shall be presented during the registration process and the number entered in the student information system. A copy is made for the Student Educational Record and the original returned to the parent/guardian. If no birth certificate is available, the Birth Certificate Affidavit must be completed by the parent/guardian (see Regulation 723-2, "Verification of Date of Birth").

7. Proof of immunization for all students, a comprehensive physical examination for students entering grades kindergarten through five, and results of the tuberculosis screening, if applicable, must be verified by the school or by Central Registration personnel.
8. A student shall be free from contagious or infectious diseases as provided in Policy 728, "Exclusions and Exemptions from Compulsory School Attendance."
9. The Disclosure of Child's Disciplinary and Criminal History Prior to Enrollment form must be completed for each new student (see Regulation 715-5, "Disclosure of Child's Disciplinary and Criminal History Prior to Enrollment").
10. The Emergency Information Card must be completed as part of the registration process for those students who register after the start of the school year.
11. The appropriate entry code shall be recorded in the student record according to guidance provided by the Virginia Department of Education.

C. Registration of Transfer Students

Students who register at a different PWCS school due to an approved student transfer request for individual student needs (per Regulation 721-1, "Student Transfers - Kindergarten/Elementary/Middle School," and Regulation 721-2, "Student Transfers - High School") or who change schools within PWCS due to a change in residence, parent choice, or change in school placement without an associated move must provide documentation or complete paperwork at the new school as defined in B. 1, 4, 5, 6, and 7 above. Exception: Student transfers approved due to acceptance in a specialty program or site-specific program will not require re-registration, however, schools may ask parents to provide updated information by completing the student registration form only.

D. Special Registration Considerations

1. Homeless Students - Students experiencing homelessness due to living and economic hardship must be enrolled immediately. Students have 60 days to provide the following documents: documentation of physical exam, proof of residency, and immunization record. Schools should document efforts to assist parents/guardians in obtaining these records.

Other accommodations shall be provided in a timely fashion (Regulation 718-1, “Students Experiencing Homelessness”).

2. Foster Care Students – Students in foster care have 30 days to provide documentation of a physical exam and immunization record. These students shall be enrolled immediately but no later than the school day after being presented enrollment. Refer to Regulation 714-1, “Registration of Students in Foster Care” for specific information.
3. IEP Placement Decision – Students whose placement is changed based on a decision made by an IEP team will be required to re-register at the new school.
4. Active Duty Military Connected Students – Parents of students residing outside of Prince William County, who plan to move into Prince William County based on an active duty military family relocation, must provide a copy of military orders of the service member parent or an official letter from the service member’s command indicating such relocation to the PWCS area. Documentation indicating a permanent address within Prince William County shall be provided to the School Division within 120 days of the child’s enrollment or tuition may be charged, including tuition for the days since the child’s enrollment in school. The assignment of the school shall be determined by PWCS. Active duty military parents/guardians must complete Attachment III and submit it to the Office of Student Services to request enrollment.

E. Missing Children

1. § 52-31.1 of the Virginia Code requires that the principal of the PWCS school where the child is or was most recently enrolled be given notice by the police of the name of any missing student and inform the school of the missing person report. Form SP183, Virginia Missing Children Information Clearinghouse Report, shall be used by law enforcement agencies to inform the School Division of the names of missing children. Any school which has a student listed on this monthly report who receives a request for student records or other information regarding a missing child shall notify the Prince William County Police and the PWCS Office of Risk Management and Security Services.
2. In accordance with Virginia Code § 22.1-289, the local school principal or designee shall notify the local police or sheriff’s department for investigation as a possible missing child any enrolled student whose

cumulative record is not received within 60 days of enrollment or sooner, and if the principal and immediate administrative supervisor concur that there is reason to suspect that the student is a missing child.

F. Custody

Custody normally lies with a natural parent, and the school may presume that a parent enrolling a student has custody unless the school has information to the contrary. If the person enrolling the student is not a natural or adoptive parent, the school shall inquire of that person as to who holds custody.

1. The Student Information Worksheet for Custody, Tuition, and Eligibility Enrollment (see Regulation 711-3, Attachment I), shall be completed to document information considered when students are enrolled by someone other than a parent. This form shall be maintained as part of the Student Educational Record and a copy shall be sent to the Office of Student Services. A Tuition Determination Letter (see Regulation 711-3, Attachment II) shall be issued to the adult attempting to enroll the student when the payment of tuition is required. Please refer to Regulation 346-1, "Tuition," for further information about the tuition payment and appeal process.
2. Under Virginia Code § 22.1-254 A, any person having control or charge of a school-age child shall enroll the child in school. In the case of a foster care student, the Department of Social Services representative or a representative from a licensed child placing agency must enroll the child in school. This person must show proof of custody for the child to be enrolled.
3. If the person enrolling the student lacks custody, the school shall advise the adult enrolling the student to see whether a parent, guardian, or custodian is able to enroll the student. Unless the student can establish bona fide residency in Prince William County as outlined in Regulation 711-3, or is a foster child, the person enrolling the student shall be required to pay tuition.

- G. Enrollment of Students from Juvenile Detention (JDC) or Department of Correctional Education Schools (DCE)
1. A student re-entering from these facilities must be enrolled into the base school within two business days. The appointed base school Re-enrollment Team Leader (RTL) will schedule and conduct a re-enrollment team meeting to develop a re-enrollment plan and determine the length of required counseling. The special education department chair must be notified if the student receives special education services.
 2. Procedures for the re-enrollment of student(s) from the JDC shall be followed per Attachment I, Student Re-enrollment.
 3. When a student re-enters from JDC or DCE schools, the appropriate entry code (RIA), must be entered into the student information system.

II. Kindergarten Registration Guidelines

- A. Kindergarten registration will take place on two days in April of the school year prior to fall kindergarten start dates. These registration dates are set each year by the Superintendent's Staff. Parents/guardians may secure basic registration forms online at pwcs.edu in order to complete these forms prior to registration dates. During the April registration dates, schools shall assist parents in making appointments at Central Registration for rising kindergarten students whose primary language is not English.
- B. Following the April registration dates, all rising kindergarten students may participate in walk-in registration through June, subject to the testing calendar and other school activities. Parents/guardians may secure a registration packet from their child's school office or online at pwcs.edu in order to complete the basic registration forms prior to registration.

During July, registration will take place one day each week at individual schools. Since dates will vary by school, parents should contact their child's school for specific July registration dates. During the month of August, registration appointments are strongly recommended due to high volume. It is recommended that schools offer flexible registration times to accommodate parents'/guardians' schedules, including some late afternoon and evening hours.

III. Placement

- A. Students transferring into PWCS will be appropriately placed based on a review of their Student Educational Record.
- B. If the student's scholastic records are not available when the student enters school, the student may be placed at the grade level recommended by the parent/guardian. After records are received from the sending school, it may be necessary to reassign the student according to grade level indicated on the records from the sending school.
- C. Regulation 722-3, "Academic Placement of Students from Non-Public Schools and Approved Home Instruction Programs," outlines the procedures for evaluating coursework for students returning from private school or home instruction.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

STUDENT RE-ENROLLMENT

School procedures for students released from the Juvenile Detention Center (JDC)

- I. The principal designates a Re-enrollment Team Leader (RTL). The name of the RTL shall be sent to the Re-enrollment Coordinator (REC) in the Office of Student Services.
- II. The RTL establishes a meeting date to occur within one week after 30-day notification from the JDC of scheduled release and pending court date.
- III. The RTL provides written notice of the re-enrollment meeting date to team members, the student, and the parents/guardians.
- IV. The re-enrollment team meets to develop an academic plan and projected length of required counseling.
- V. Copies of the completed re-enrollment plan shall be sent to the JDC and a copy provided to the parent/guardian.
- VI. Students shall be enrolled and receive instruction within two business/school days of release.
- VII. The RTL completes the Re-enrollment Verification Form and sends a copy to the Office of Student Services no later than five business/school days after student's re-enrollment.
- VIII. The special education department chair is to be notified if the student is a student with a disability. All special education procedures and regulations shall be followed.

School procedures for re-enrollment of students released from the Department of Correctional Education Schools (DCE)

- I. The principal designates a RTL. The name of the RTL is sent to the REC in the Office of Student Services.
- II. The REC in the Office of Student Services will notify the RTL at the school of the student's release date.
- III. The RTL will schedule a re-enrollment team meeting based on receipt of records.
- IV. The RTL receives records and conducts re-enrollment team meeting within 10 business/school days of receipt of the Student's Educational Record. Development of an academic plan and counseling shall be determined. Section VI of the re-enrollment plan shall be completed.
- V. Students shall be enrolled and receive instruction within two business/school days of release.
- VI. The RTL completes section VII of the re-enrollment plan and sends a copy to the Office of Student Services no later than five business/school days after student enrollment.
- VII. The special education department chair shall be notified if the student is a student with a disability. All special education procedures and regulations shall be followed.

Attachment II
Regulation 711-1

Request to Enroll a Non-Resident Active Duty Military Connected Student

Student Name:	Parent/Guardian Name:
Current Address:	Current Phone Number:
Current Email:	Anticipated Move Date:
Anticipated Duty Station:	
*Requested School:	
Please provide justification for the requested school choice:	
Please attach military orders or official letter from the service member's command indicating the relocation to the Prince William County area.	
*School assignment is determined by Prince William County Public Schools (PWCS). Your requested school may not be available for enrollment.	
My signature below indicates that I understand that I must provide all documents required to establish residency, outlined in PWCS Regulation 711-3 "Residency," no later than 120 days after enrollment. If I do not provide these documents, I understand that tuition may be charged for continued enrollment and/or retroactively from my student's start date.	
Parent/Guardian Signature:	Date:

Please submit this form to the Office of Student Services by email at studentsupportservices@pwcs.edu or by fax at 703.791.8729. All requests will be processed in a timely manner.