



SCHOOL LEADERSHIP

12465 Warwick Blvd, NN, VA 23606-3041

Phone: 757-283-7850

2025-2026 ADMINISTRATIVE TRANSFER APPLICATION

Applications received by June 13, 2025 will receive priority consideration and letters will be mailed in early August. An administrative transfer is a courtesy offered by Newport News Public Schools. Completion of this application does not guarantee approval; decisions are based on school capacity and student's standing.

Student	NNPS ID	DOB	Grade	M/F
---------	---------	-----	-------	-----

Telephone Number	Alternate Phone	Email Address
------------------	-----------------	---------------

Parent/Legal Guardian	Address	Zip
-----------------------	---------	-----

Zoned School	Requested School- First Choice	Second Choice
--------------	--------------------------------	---------------

Please mark any that pertain to your student: ☐ IEP ☐ 504 plan ☐ TAG

REASON FOR TRANSFER REQUEST: (Please submit letter or documentation to support reason for request.)

- ☐ 1. Medical/Psychological (Official medical record with explanation must be submitted)
- ☐ 2. NNPS Employee - Employee Position: _____ School: _____
- ☐ 3. Student Residing on Military Installation or in Military Housing (Housing contract must be submitted)
- ☐ 4. Victim of Crime (Official police report must be submitted)
- ☐ 5. Child Care (Child care form must be submitted)
- ☐ 6. Sibling Attending Requested School: _____ (Sibling name)
- ☐ 7. Continuing - 5th, 8th, 12th grade student who is currently enrolled at the requested school.
- ☐ 8. Program _____ (Name of Program)

*Form & supporting documents should be emailed to zonetransfer.admin@nn.k12.va.us.
This email account is monitored from April to August only.

Only the reasons above will be considerations for an Administrative Transfer. Other reasons may be considered for Administrative Placement and must be agreed upon by both Principal and NNPS Executive Director of School Leadership. A conference with current school Principal is required. Please contact your student's current school to request a conference to discuss your concerns.

If your request is for a reason other than those listed above, please state the reason with an explanation below.

Administrative Placement:

Principal Signature: _____

NNPS Executive Director Signature: _____

IMPORTANT: Students attending school on an administrative transfer are NOT permitted to utilize NNPS bus transportation. Families are responsible for all transportation to and from school. Should transportation present a challenge to your family, you are encouraged to maintain enrollment at your student's zoned school.

Please review the following information carefully:

- Your child must be enrolled in NNPS in order for this application to be processed.
- Your child must attend his/her current school until you receive a response to your request.
- All administrative transfer decisions are based on available space. Transfers will not be approved for grade levels or schools who are at capacity.
- Administrative transfers will ONLY be approved at the beginning of the school year for elementary and middle school students. High school students may be approved at the semester break.
- As long as a student maintains good standing status, the administrative transfer will renew automatically each year that the student remains in the approved school.
- Any student who transfers from one school to another within the city, without a corresponding change of address, will be ineligible to participate in any VHSL activity for a period of one calendar year from the date of enrollment. The normal VHSL appeal process may be utilized for extenuating circumstance.

Only students in good standing are eligible to receive an administrative transfer.

The following conditions and requirements will apply to all administrative transfer requests and the continuance of attendance for students in requested schools. "Good standing" will include the following:

1. Not absent more than 10 days per year
2. Not tardy more than 15 times per year
3. Not disciplined more than once for a significant offense or more than three times for a minor offense

Several schools are not available through the Administrative Transfer process. Magnet school programs are filled by a lottery using a separate application process. Students who are placed on the magnet school waiting lists are placed into the slots that become available. Programs that are not eligible for an administrative placement include: An Achievable Dream Academy, Deer Park Elementary, Dutrow Elementary, Hilton Elementary, Discovery STEM Academy, Newsome Park Elementary, General Stanford Elementary, Crittenden Middle, Washington Middle, An Achievable Dream Middle/High.

PARENT/GUARDIAN SIGNATURE:

I have read the above conditions and requirements set forth by Newport News Public Schools regarding Administrative Transfer approval and attest that all information is accurate. I understand that transportation is not guaranteed if attending a school through the administrative transfer process.

Permission is hereby granted for release of any medical or psychological information requested by the review committee of the Newport News Public Schools.

I understand the administrative transfer may be revoked if guidelines are not followed, or good standing is not maintained.

Parent/Legal Guardian

Date

For NNPS Central Administration Use Only (Below This Line)

Did student attend the REQUESTED school last year (2024-2025) [] Yes [] No

Absences: _____ Excused _____ Unexcused Tardy: _____ Excused _____ Unexcused Disciplinary Infractions: _____

TAG: _____ Special Education: _____ Student is in good standing? Yes [] No []

NNPS Staff Signature: _____ Date: _____/_____/_____