

School Admission

No person shall be charged tuition for admission or enrollment in the Accomack County Public Schools, whether on a full-time or part-time basis, who is eligible for admission under Policies [JEC](#) or [JECA](#). School officials may not inquire into the student's citizenship or visa status in determining eligibility for tuition-free enrollment in the Accomack County Public Schools.

However, a school division may admit a student and may charge tuition to a student who:

- A. Is a resident of the school division but not of school age;
- B. Is temporarily living with a non-parent who resides within the school division;
- C. The student and his or her parents reside in adjacent states or the District of Columbia and the said jurisdictions grant equal attendance privileges to residents of the Commonwealth;
- D. Is a resident of a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for whom federal funds provided under Public Law 874 of 1950 fund less than 50 percent of the total per capital cost of education in Accomack County Public Schools exclusive of capital outlay and debt service;
- E. Is of school age and attending a school in the division pursuant to a foreign student exchange program approved by the School Board;
- F. Is a resident of the Commonwealth but not of the school division;

G. Is of school age and was enrolled in public school within the division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to their parents to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or

H. Is of school age and residing within the school division, and is enrolled in summer programs other than remediation required under VA Code § [22.1-253.13:1](#), or is enrolled in local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation.

The Accomack County School Board designates the following category(ies) of students as eligible for consideration for admission: B, C, and F. Eligibility for consideration does not signify acceptance of the admission application of a student. Each application for admission will be considered on an individual basis. The residency of persons in the above categories who reside in housing or temporary shelter, or on property located in multiple jurisdictions, shall be determined in the manner set forth in [JEC](#).

Foreign students in an F-1 immigration status or who obtain F-1 student visas shall not be admitted in the division's elementary schools or publicly funded adult education programs. Such students may be admitted, for a period up to twelve months, in the division's secondary schools only if they pre-pay the full, unsubsidized per capita cost of the education.

Proof of Residency

Residence is defined as the domicile of an individual, meaning that the individual lives in a locality with the intent to make it a fixed and permanent home, a place of bona fide continuous habitation. Domicile

requires more than bodily presence as an inhabitant in a given place; it requires bodily presence and an intention to make such a place a fixed and permanent home.

Original documents must show the name and the address of parent(s) or legal guardian(s) current Accomack County, Virginia residence as it appears on the division application. This street address must be situate in the district of the applicable school of enrollment. A street address must be provided in addition to a post office box, if applicable. A post office box alone is not acceptable.

Residence shall be established and supported by documents from THREE OR MORE of the following categories to determine residency of such parent(s) or guardian, exceptions apply to active duty military and are set forth hereinafter:

- VIRGINIA DRIVER'S LICENSE, COMMERCIAL DRIVER'S LICENSE, LEARNER'S PERMIT, OR DMV-ISSUED ID CARD DISPLAYING THE APPLICANTS CURRENT VIRGINIA ADDRESS.

- Virginia Voter Registration Card mailed to applicant by his/her local registrar

- Two (2) Utility bills, not more than two months old, issued to applicant.

Examples include gas, electric, sewer, water, cable/dish, internet/dsl or phone bill.

(Cellular phone and pager bills are not accepted.)

- Deed, mortgage, monthly mortgage statement or residential rental/lease agreement

- U.S. or Virginia income tax return form from the previous year along with evidence of acceptance of the return by the appropriate tax agency.

- U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label
- Monthly bank statement not more than two months old issued by a bank
- Payroll check stub issued by an employer within the last two months
- U.S. Internal Revenue Service tax reporting W-2 form or 1099 form not more than 18 months old
- Receipt for personal property taxes or real estate taxes (for residence address only; receipts for unimproved real estate are not acceptable) paid within the last year to Accomack County, Virginia
- Current homeowners insurance policy or bill
- Current automobile or life insurance bill (Cards or policies are not accepted.)
- Cancelled check not more than two months old with both name and address imprinted
- Annual Social Security Statement for the current or preceding calendar year
- Virginia Department of Education Certificate of Enrollment form

Active duty military member assigned to a unit based in Accomack County, Virginia may present one of the following:

- Letter from commanding officer on official letterhead, with an original signature, stating that the applicant resides in a barracks located in Accomack County, Virginia
- Orders from the U.S. military assigning the applicant to a military unit with an Accomack County, Virginia address
- Leave and Earnings Statement (LES) showing Accomack County, Virginia as applicant's Home of Record

All documents submitted as proof of residence must show the same street address and an affidavit of residency must be completed by the parent(s) or guardian.

(The above-referenced definitions for Proof of Residency shall apply to all applications for admission completed for the 2015-2016 school year and each year thereafter.)

Procedure for Admission

The following procedure shall be followed for application and review of applications for admission of students.

A parent or guardian of a student shall apply for admission on behalf of his/her child by completing the division application. The application form shall contain information and agreements including, but not limited to:

- the current legal residence, as defined above, of the child and the school division in which he/she is currently enrolled;
- the child's social security number, if applicable;
- the basis for requesting admission;
- the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the division; and,
- the agreement that the student is subject to all policies, regulations and guidelines of the school division, including the Code of Student Conduct.

Within 15 calendar days of receipt of the application, the Director of Student Services shall provide the applicant with written notification of the approval or denial of the application. If the student is to be admitted, the superintendent shall recommend the admission to the School Board and the Director of Student Services shall notify the division which the student previously attended and make necessary arrangements for the transfer of student records. The notification of admission shall state the period for which the student is accepted or the subsequent conditions which could cause the acceptance to be terminated.

If the application is denied, the Director of Student Services shall notify the parent or guardian of the right to have the transfer reviewed by sending a written request to the superintendent/designee within seven calendar days. Applications denied based upon the student's suspension, expulsion, or withdrawal of admission shall be reviewed in as provided in Policy [JEC](#). For all other denials of admission, the superintendent/designee shall respond in writing to the request for review within 10 calendar days. If the request is denied, the superintendent/designee shall notify the parent of the right to petition the School Board, upon five calendar days prior notice, for review of the decision and to have a hearing before the Board at its next regular meeting. Following the hearing by the Board, a final decision shall be promptly communicated to the parent in writing. If review is not requested within the timelines specified, the recommended denial of the request for admission shall be submitted to the Board at its next regular meeting.

Tuition Rate

The tuition rate shall be set by the superintendent for each academic year.

Transportation

Transportation shall not be furnished to nonresident students except in those cases where:

- agreements between divisions specify transportation services; or
- federal or state legislation mandates the provision of transportation services; or
- transportation services can be provided at no cost to the division.

Adopted: August 20, 1991; Revised: January 1998; May 2003;
February 3, 2015

Legal Ref: Code of Virginia, 1950, as amended, sections [22.1-3](#),
[22.1-5](#) and [22.1-260](#).

1999 VA Op. Atty. Gen. 105

Cross Ref.: [JEC](#) School Admission
[JECA](#) Admission of Homeless Children