

Special Permissions Request Form 2025-2026

Welcome to the Student Special Permission Request Form.

Please complete this form to communicate with the Superintendent's Office to request a "change of venue", "student transfer" or, for "permission for my child to attend a school that is different than the one they are expected to go to".

If you are making the request for multiple children, please complete this form for each child.

Albemarle County Public Schools is utilizing this form to collect critical information to efficiently and more effectively process your request. This communication will be sent directly to The Office of Instruction at Albemarle County Public Schools, 401 McIntire Rd., Charlottesville, VA 22902.

Applications are accepted throughout the school year and each request is considered on a case by case basis.

Our request form provides an opportunity for families to upload required documents. **We recommend that you gather your**

documentation prior to completing our online student transfer request form. If you do not have all of your required documentation at the time you submit the registration form, you will need to make arrangements with the Superintendent's Office to provide the documentation.

Please note: Submission of your request is in no way to be construed as granted permission. Your child **MUST ATTEND THE BASE/ZONED SCHOOL UNTIL A TRANSFER DECISION IS MADE** and a written confirmation provided to the parent / guardian.

Students who, due to a lack of permanent housing, live in inadequate or temporary settings may meet the criteria for the McKinney-Vento definition of homelessness and have special educational rights. Such settings include:

- Emergency or transitional shelters
- Motels, hotels, or campgrounds
- Cars, parks, public places, or abandoned buildings
- Doubled up with relatives or friends

For assistance registering a homeless child, or for access to helpful resources, contact the Albemarle County Families in Crisis Program in the Adult, Migrant and Homeless Education Office at (434) 296-3872.

Please read School Board Policy JC & JEC prior to requesting a student transfer.

http://esb.k12albemarle.org/Reference_Library/ESB_Policies_and_R

[egulations/Policies//JEC.pdf](#)

http://esb.k12albemarle.org/Reference_Library/ESB_Policies_and_Regulations/Policies//JC.pdf

Reason For Request (Documentation is required to continue * the online application)

- ☐ Employee (A) - Lives In Albemarle County
- ☒ Employee (B) - Lives Outside of Albemarle County
- ☐ Family Relocation (A) – Before Moving Into the Requested School Division
- ☐ Family Relocation (B) – After Moving Out of The School Division (For the Remainder of the School Year)
- ☐ Resident on Military Installment
- ☐ Senior Status (5th, 8th, 12th grade)
- ☐ Shared Custody (One Parent Residing in Albemarle County)
- ☐ Special Power of Attorney & Sworn Statement by Resident Caretaker: Student currently living with non-parent family member
- ☐ Enrollment Inquiry – Please contact us via email at transferrequest@k12albemarle.org.

Employment Verification

Please provide details about your workplace by answering the questions below.

Please enter your full name as it appears in Kronos. *

Kelsey deSibour

Which school or department do you work with? *  Dropdown

Red Hill Elementary



Supervisor's Name (First Last) *

Nancy McCullen

Supporting Documentation

To ensure your application is processed in a timely and efficient manner, please upload all required documentation. If you are unable to access the necessary documents, please email us at

transferrequest@k12albemarle.org to provide the required information.

Please upload the required supporting documentation explaining your circumstances to continue our online special permissions request form. If you do not have all of your required documentation at the time you submit the transfer request form, you will need to email the documentation to transferrequest@k12albemarle.org. *

(Attachments must be a Word /.doc, Excel/.xls, Adobe /.pdf or Image file.)

Documentation may include but is not limited to a letter explaining your request, rental agreement, lease or mortgage statement, a letter from a builder, child custody orders, special power of attorney or sworn statement by resident caretaker form or military orders

 Add file

Student & Family Information

Please complete the student and family information to ensure proper

processing. Be sure to include your three school choices.

Parent/Guardian Full Name (First Last) *

Kelsey deSibour

Parent/Guardian Mail Address (Street) *

[REDACTED]

Parent/Guardian Mail Address (City, State, Zip) *

Verona Va 2293&

Parent/Guardian Phone (Please include area code) *

[REDACTED]

Student's First Name *



Student's Last Name *



**Did your child previously receive an approved transfer during *
the 2024-2025 school year?**

☐

Yes

☐

No

☒

This is my first transfer request

Zoned School: Which school SHOULD your child attend? *

- ☒ A School outside of Albemarle County
- ☐ Agnor Elementary School
- ☐ Albemarle High School
- ☐ Baker-Butler Elementary School
- ☐ Broadus Wood Elementary School
- ☐ Brownsville Elementary School
- ☐ Burley Middle School
- ☐ Community Lab
- ☐ Crozet Elementary School
- ☐ Greer Elementary School
- ☐ Henley Middle School
- ☐ Hollymead Elementary School
- ☐ Journey Middle School
- ☐ Lakeside Middle School

- ☐ Ivy Elementary School
- ☐ Monticello High School
- ☐ Mountain View Elementary School
- ☐ Murray Elementary School
- ☐ Red Hill Elementary School
- ☐ Scottsville Elementary School
- ☐ Stone-Robinson Elementary School
- ☐ Stony Point Elementary School
- ☐ Walton Middle School
- ☐ Western Albemarle High School
- ☐ Woodbrook Elementary School

Student's Grade During School Year 2025-2026 *

☐ P-K

☐ K

☐ 1

☐ 2

☐ 3

☒ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

☐ 10

☐ 11

School Division Child Would Attend *

- ☐ Albemarle County Public Schools
- ☒ Augusta County Schools
- ☐ Buckingham County Public Schools
- ☐ Charlottesville City Public Schools
- ☐ Culpeper County Public Schools
- ☐ Fluvanna County Public Schools
- ☐ Goochland County Public Schools
- ☐ Greene County Public Schools
- ☐ Harrisonburg City Public Schools
- ☐ Louisa County Public Schools
- ☐ Madison County Public Schools
- ☐ Nelson County Public Schools
- ☐ Orange County Public Schools
- ☐ Rockingham County Public Schools

☐ Staunton City Schools

☐ Waynesboro City Public Schools

Requested School: Which school are you requesting that your child attend?

*

- ☐ Agnor Elementary School
- ☐ Albemarle High School
- ☐ Baker-Butler Elementary School
- ☐ Broadus Wood Elementary School
- ☐ Brownsville Elementary School
- ☐ Burley Middle School
- ☐ Community Lab
- ☐ Crozet Elementary School
- ☐ Greer Elementary School
- ☐ Henley Middle School
- ☐ Hollymead Elementary School
- ☐ Journey Middle School
- ☐ Lakeside Middle School

- ☐ Ivy Elementary School
- ☐ Monticello High School
- ☐ Mountain View Elementary School
- ☐ Murray Elementary School
- ☒ Red Hill Elementary School
- ☐ Scottsville Elementary School
- ☐ Stone-Robinson Elementary School
- ☐ Stony Point Elementary School
- ☐ Walton Middle School
- ☐ Western Albemarle High School
- ☐ Woodbrook Elementary School

If the **requested school is not approved**, which other schools *
within our division would you consider for your child?
(Please select two (2) choices)

- ☐ Agnor Elementary School
- ☐ Albemarle High School
- ☐ Baker-Butler Elementary School
- ☐ Broadus Wood Elementary School
- ☒ Brownsville Elementary School
- ☐ Burley Middle School
- ☐ Community Lab
- ☒ Crozet Elementary School
- ☐ Greer Elementary School
- ☐ Henley Middle School
- ☐ Hollymead Elementary School
- ☐ Journey Middle School
- ☐ Lakeside Middle School
- ☐ Ivy Elementary School

- ☐ Monticello High School
- ☐ Mountain View Elementary School
- ☐ Murray Elementary School
- ☐ Red Hill Elementary School
- ☐ Scottsville Elementary School
- ☐ Stone-Robinson Elementary School
- ☐ Stony Point Elementary School
- ☐ Walton Middle School
- ☐ Western Albemarle High School
- ☐ Woodbrook Elementary School

Has your child been identified as a student with a disability? *

☐ 504 Plan

☐ Current IEP

☐ Current Special Education Eligibility

☒ No

☐ Other:

If your child is receiving special education services, was their * placement at the current Albemarle County School determined based on specialized programs or services only available at this school?

☐ Yes

☐ No

☒ N/A

LEGAL NOTIFICATION

Parent(s)/guardian(s) are responsible for transportation. Transfers are valid for one year only.

Transfers are valid for one academic year only. A new agreement must be signed for each academic year, and approval is subject to availability of space and other factors determined by the School Board. Approval of any future agreement will be at the sole discretion of the Superintendent/Designee.

Students found to be enrolled in Albemarle County Public Schools who do not reside within the correct school attendance area will be required to attend the school attendance area they reside in.

If a person makes a false statement about a child's residency for the purpose of enrolling the child in a county school or avoiding tuition charges, the person may be guilty of a class 4 misdemeanor. The person may also be required to pay tuition for the time the child was enrolled in the school division.

School transfers should be considered for the welfare of the student and/or school division and not for athletic and/or activity purposes. Transferring high school students or rising high school students may impact their eligibility for interscholastic competition through the Virginia High School League (VHSL).

If you have questions regarding your request please

email: transferrequest@k12albemarle.org call 434-296-5820.

Enrollment Notification

If you have any questions about enrollment, feel free to reach out to us at transferrequest@k12albemarle.org. Please hold off on completing the application for now. Thanks so much!

By clicking "Submit", I certify that all the information on this application is correct to the best of my knowledge. I certify that the student involved in the request is not seeking a transfer to participate in extracurricular activities.

This form was created inside of [K12albemarle.org](https://www.k12albemarle.org).

Google Forms