



Department of Student Services
401 McIntire Road
Charlottesville, Virginia 22902-4596
Phone: (434) 296-5820 • www.k12albemarle.org

August 1, 2025

Kelsey deSibour
[REDACTED]

Dear Kelsey deSibour,

We are pleased to inform you that your special permission request for [REDACTED] to attend **Red Hill Elementary School** during the 2025-2026 school year has been reviewed and approved. [REDACTED] will be in Grade **4**. This decision comes after careful evaluation and consideration by the Student Services team.

Any student accepted on a tuition basis will not be enrolled in the Albemarle County Public Schools before receiving and approving school records from the student's previous school. The approval for this transfer is based on Albemarle County Public School Board Policy "JC," and "JEC," which outline the specific criteria and circumstances under which a transfer can be granted. An out-of-district transfer is a privilege that can be withdrawn at any time. Please note that it is important for your child to maintain good standing throughout the academic year to remain eligible for this transfer. This includes consistently demonstrating appropriate behaviors, adhering to school policies, punctual attendance, regularly participating in classes, and achieving satisfactory academic performance in all classes. Failure to meet these expectations may place your child's transfer in immediate jeopardy. Decisions made are not subject to further appeal.

It is the responsibility of the parent(s) or legal guardian(s) to arrange transportation to and from school daily.

If you terminate employment with Albemarle County, or relocate to a new address please advise our office by email at transferrequest@k12albemarle.org with changes in employment or residency within one week of the change. For students who are enrolled but whose parents terminate employment with Albemarle County, we will allow them to complete the school year provided the remaining tuition is paid upon termination.

Please note that all transfers are approved annually, and this approval does not guarantee automatic continuation from year to year. If you wish to have a similar arrangement for the following school year, you must submit another request for the 2026-2027 school year. Your request will again be reviewed by our office.

As a reminder, if you have not filled out your Preferred Method of Payment form, please do so as soon as possible. This would have been emailed to you.

I am confident that your child will have an enjoyable and productive school year. Should you have any questions or concerns arise, please contact our office at 434-296-5820 or transferrequest@k12albemarle.org. We are more than happy to assist you.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Kirst".

Kevin Kirst
Executive Director of Student Services

A faint, light blue curved line or signature mark at the bottom right of the page.