NNPS Administrative Transfer

Frequently Asked Questions for Families

1. Who may submit an Administrative Transfer request?

Parents or legal guardians of Newport News Public Schools students may request that their child attend a school other than the one assigned by home address in limited circumstances defined by school board policy. Approval of submitted applications are not guaranteed and are based on factors such as school capacity, program availability, and meeting student good standing criteria.

2. How do I submit an Administrative Transfer request?

All Administrative Transfer requests must be submitted electronically through ParentVUE using Online Registration. Students must be actively enrolled as a Newport News Public Schools student to submit a request. Paper applications are no longer accepted.

3. I don't see the application in ParentVUE. What should I do?

The Administrative Transfer application is only available once your student is actively enrolled ("active on roll") in Newport News Public Schools. Please contact your zoned school to complete the enrollment process.

4. I am new to Newport News Public Schools. When can I apply?

You must first complete enrollment and your student must become active on roll at their zoned school. Once the enrollment process has been completed, the Administrative Transfer application will become available in ParentVUE.

5. What does the "Accepted" status mean in ParentVUE?

"Accepted" does NOT mean your transfer has been approved. The "Accepted" status simply means that ParentVUE successfully received your Administrative Transfer application. Your request will still go through the full district review process before a decision is made.

6. **Does submitting an application guarantee approval?**

No. Submitting an application does not guarantee approval. Each request is reviewed individually based on school capacity, program availability, alignment to School Board policy, and other applicable criteria.

7. **Can I edit my request after submitting it?**

Yes. You may return to the Administrative Transfer application in ParentVUE to edit your request prior to review.

8. **Can I update my address or contact information in the Administrative Transfer application?**

No. The Administrative Transfer application is used only to submit a transfer request. To update addresses, phone numbers, emergency contacts, or other student information, complete the Family Updates and Verification (Current Student) packet in ParentVUE.

9. **When is the annual Administrative Transfer application window?**

The annual Administrative Transfer application window opens each spring and closes on June 30. Families who submit an application by the June 30 deadline will receive a decision letter by mail in early August.

10. **My family moved to Newport News over the summer and my student enrolled after June 30. Am I able to request a transfer?**

The Administrative Transfer portal reopens on a limited basis for 1) Students who are newly enrolled in Newport News Public Schools after June 30; and 2) Children of newly hired Newport News Public Schools employees. This limited reopening is available in late July.

New families must first complete the enrollment process at their zone school to be able to access the Administrative Transfer application.

Requests submitted during this limited reopening will be reviewed weekly. Families will be notified once a decision has been made.

11. **I submitted my application after June 30 as a newly enrolled family or newly hired employee. When will I receive a decision?**

Applications submitted during the limited reopening will start being reviewed on August 10th. Only applications from newly enrolled families, or newly hired employees will be reviewed during this limited reopening window. Those families will receive a notification as soon as possible after a decision has been made.

12. Can I call or email to check the status of my application?

Decisions are not available before the timelines above, and staff will not have status updates available to share with families in the meantime. Please note that contacting the school or district office for status checks will not speed up review, and staff are unable to provide an answer earlier than the mailed decision letter.

13. Who should I contact if I still have questions about the process?

Start with your child's zoned school, this is often the most timely way of getting the answer you need. If your question isn't something the school can answer, you may email zonetransfer.admin@nn.k12.va.us. This inbox is not staffed daily, so please allow time for a response, and understand it cannot be used to check on the status of an already-submitted application.

14. What if my situation is urgent or does not fit the transfer categories?

In extreme circumstances, for example a situation directly affecting your student's safety, NNPS may consider a transfer request outside the application window or outside the standard transfer categories. These requests are reserved for serious situations and are not a way to bypass the regular process.

To request consideration:

1. Contact the principal of your student's current school to schedule a conference.
2. Be prepared to share additional supporting documentation, if requested.

An exceptional circumstances transfer is approved only if both the current school principal and the NNPS Chief Schools Officer agree. Submitting a request does not guarantee approval.

15. I received my determination letter. Can I appeal the decision?

No. Administrative transfer decisions are final, and there is no appeal process. The Exceptional Circumstances process is not an appeal and cannot be used to reconsider a decision that has already been made.

16. My child was approved for an Administrative Transfer. Do I need to submit a new application each year?

No, once an Administrative Transfer has been approved, your child may remain enrolled at the approved school through the highest grade level offered, provided they remain in good standing. An annual application is not required.