

VARIANCE REQUEST FORM

Variance Office

3820 Nine Mile Rd.

Henrico, Va. 23223

variances@henrico.k12.va.us

Revised 01-01-2024

for SCHOOL YEAR 2024-2025

henricoschools.us/page/school-assignment-variance

Form

CENTRAL OFFICE USE ONLY

Approved: _____ Denied: _____ Code: _____ Date: _____

Signature: _____

PLEASE SIGN, DATE, AND COMPLETE BOTH PAGES OF THIS VARIANCE REQUEST FORM

FALSE STATEMENT PENALTY: *Code of Virginia Section 22.1-264.1. "Any person who knowingly makes a false statement concerning the residency of a child...shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges for the time the student was enrolled in such school division." Your signature certifies that all information on this form is correct. False information may result in criminal charges, liability for the cost of non-resident tuition and/or immediate withdrawal from the school. If you move during the school year, you must notify the school of your last day of residence at this address.*

Variance Request Deadlines for 2024-25 School Year:

Variance requests for the 2024-25 school year must be submitted **during the second semester** of the 2023-24 school year and no later than the last academic day of the school year (May 31, 2024). **After** the last school day in May 2024, variance requests for school year 2024-25 will only be accepted in the following situations: new families moving to Henrico (within 30 days of enrollment), new HCPS employees (within 30 days of hire), students with new medical considerations, students who withdraw from a specialty center/program or are no longer eligible for a special education program, and current HCPS families/employees who move during the summer or during the 2024-25 school year.

Variance Requirements and Limitations:

1. A principal may not approve a variance that is not expressly permitted per HCPS Policies and Regulations and variance guidelines.
2. A student must be enrolled in his/her HCPS school of residence before a family can submit a variance request. (Families who want to request a variance for a future move to Henrico County should contact their future HCPS school of residence regarding enrollment and variances.)
3. To be eligible for a variance request, the student and parent/legal guardian must be in "good standing." Good standing includes regular, prompt, full-day school attendance; academic effort and assignment completion; adherence to school rules and the HCPS Student Code of Conduct; and compliance with all HCPS residency requirements.
4. Families who are not in compliance with residency requirements are not eligible to submit a variance request. Address changes must be reported to the school within 10 school days of a move. (See HCPS P6-03-002-R, Verifying Residency/Reporting Address Changes)
5. All variances expire at the end of each school year. Families must submit a new request for each school year by the deadline.
6. Transportation on HCPS buses is not permitted for students with an approved variance. It is the responsibility of parents/legal guardians to provide transportation to and from school. (Exception: HCPS transportation for JROTC is provided to school closest to student residence.)
7. Residency documentation is required for a variance request involving a move. Variances may only be granted one time per move.
8. Variances are not approved for grade levels or schools that are at or above capacity.
9. Variances are not approved for a student to attend an out-of-zone school with a sibling who is accepted to an academic program or eligible for an exceptional education program per an IEP.
10. Variances are not approved to remain at a school if no longer enrolled in Specialty Center, IB program or JROTC. (Exception: Grade 8 or 12)
11. Variances are not approved to remain at a school if no longer eligible for a special education program per an IEP. (Exception: Grades 5, 8, 12)
12. HCPS employees must have legal and physical custody of the student for whom they want to submit a variance request. The student may attend the school where the employee works or the school closest to the office/work location. Employees must be working in a permanent full-time position, permanent part-time position or a benefits-eligible temporary position to submit a variance request.
13. An approved variance may be revoked by the school principal or Variance Office for noncompliance with variance requirements and guidelines.
14. For a complete list of variance reasons, requirements, and limitations, review HCPS Regulation P6-03-011-R "School Assignments/Variance Procedures for Henrico Residents," posted on the variance webpage (henricoschools.us/page/school-assignment-variance).

REQUIRED SIGNATURE: I have read the False Statement Penalty, Variance Deadlines, and Variance Requirements and Limitations.

Parent/Legal Guardian Signature _____ Relationship to Student _____ Date _____

Student's Name: _____ Grade Level for 2024-25: _____

First

Middle

Last

Date of Birth (month/day/year): _____

HCPS Student ID #: _____

Student's Current Address: _____

Number

Street

City and State

Zip Code

Apt. No.

Name(s) of Sibling(s) Enrolled in
HCPS: _____

Name of Parent/Legal Guardian: _____

Telephone: _____

Parent/Guardian Email address: _____

Student's Home School: _____

School Attended Last Year: _____

Requested School: _____ Effective Date: _____

Parents/Legal Guardians should complete page 2 of this form to select the variance request reason, review/submit required documents, and see next steps for evaluation.

Parents/Legal Guardians should check the one reason for the variance and provide any required documents for the request.

Student Name: _____ 2024-25 Grade Level: _____ Requested School: _____

Childcare provided by a family member (not childcare provider) who resides in attendance zone of requested school (K-5 only). (C)

- *Required document:* Family Member Childcare Variance Supplemental Form. Visit henricoschools.us/page/school-assignment-variance
- *Evaluation:* Submit **first-time** variance request to Home School first. Submit request to **continue** variance to Requested School only.

HOME SCHOOL PRINCIPAL: Approved Denied

REQUESTED SCHOOL PRINCIPAL: Approved Denied

Signed: _____

Date: _____

Signed: _____

Date: _____

Move within HCPS after last school day of grade 4, 7, 10 or 11: May request to remain at school for grade 5, 8, or 11/12. (A)

- *Required documents:* Proof of residency documents for new residence. Visit henricoschools.us/page/hcps-proof-of-residency
- *Evaluation:* Submit variance to Requested School (Change of address must be reported to school within 10 business days of a move)

REQUESTED SCHOOL PRINCIPAL: Approved Denied

Signed: _____

Date: _____

New Lease/Contract Effective Date: _____

Move within HCPS during school year (grades K-12): May request to complete the school year at former school. (B)

- *Required documents:* Proof of residency documents for new residence. Visit www.henricoschools.us/page/hcps-proof-of-residency
- *Evaluation:* Submit variance to Requested School (Change of address must be reported to school within 10 business days of a move)

REQUESTED SCHOOL PRINCIPAL: Approved Denied

Signed: _____

Date: _____

New Lease/Contract Effective Date: _____

Move out of Henrico after last school day of grade 11: May request a tuition-based variance to remain at HCPS school for grade 12. (J)

- *Required documents:* Proof of residency documents for new residence. Visit www.henricoschools.us/page/hcps-proof-of-residency
- *Evaluation:* Submit variance to Requested School. Requested School forwards all documents to Variance Office for evaluation.

VARIANCE OFFICE: Approved Denied Signed: _____

Date: _____

New Lease/Contract Effective Date: _____

Plan to move within Henrico County or from outside Henrico County to HCPS school zone within 90 days. (E or K)

- *Required documents:* Copy of signed/dated lease or purchase agreement that is free of contingencies and signed by all parties.*
- *Evaluation (within HCPS):* Submit to current HCPS school (Home School) first. School will forward to Requested School if it meets guidelines. (E)
- *Evaluation (outside of Henrico):* Submit variance to future HCPS school of residence for Home School principal to evaluate. (K)

HOME SCHOOL PRINCIPAL: Approved Denied

REQUESTED SCHOOL PRINCIPAL: Approved Denied

Signed: _____

Date: _____

Signed: _____

Date: _____

New Lease/Contract Effective Date: _____

**Proof of residency documents must be presented to school after move to new residence to update student address.*

JROTC: Must request variance when enrolled in JROTC at out-of-zone school. Transportation is provided to school closest to residence. (M)

- *Evaluation:* Submit **first-time** variance request to Home School first. Submit request to **continue** variance to Requested School only.

HOME SCHOOL PRINCIPAL: Approved Denied

REQUESTED SCHOOL PRINCIPAL: Approved Denied

Signed:

Date:

Signed:

Date:

Military: Relocated to base housing or duty station in another school division, or parent deployed. (G)

- *Required documents:* Military personnel must show school office staff the military orders prompting relocation.
- *Evaluation:* Submit variance to Requested School.

REQUESTED SCHOOL PRINCIPAL: Approved Denied

Signed:

Date:

HCPS Employees (Henrico Residents): Request for child (grades K-12) to attend school with parent or school closest to work location. Employees must have legal custody of and live with child. (H) **NOTE: Nonresident Employees form** is posted on Variance webpage.

Please provide your HCPS Job Title and Work/Office Location: _____

- *Evaluation:* Submit **first-time** variance request to Home School first. Submit request to **continue** variance to Requested School only.

HOME SCHOOL PRINCIPAL: Approved Denied

REQUESTED SCHOOL PRINCIPAL: Approved Denied

Signed:

Date:

Signed:

Date:

Documented **medical reason** for which home school cannot provide accommodations to student. (D)

- *Required documents:* Recent letter from doctor treating student's diagnosis (mental health doctor if psychological or psychiatric reason) and signed "HCPS Release/Exchange of Confidential Information" form. Visit henricoschools.us/page/school-assignment-variance for release form.
- *Evaluation:* Submit variance request and documents to current school. School forwards all documents to Variance Office for evaluation.

VARIANCE OFFICE: Approved Denied Signed:

Date:

Specialty Center/Program Withdrawal: Students who complete grade 7 or grade 11 in a middle or high school specialty center/program or JROTC and withdraw from program may request to remain for grade 8 or grade 12. Submit variance request to principal of Requested School. (N)

REQUESTED SCHOOL PRINCIPAL: Approved Denied Signed:

Date:

Special Education Program: Students who complete grade 4, 7, or 11 in a special education program at out-of-zone school and who are no longer eligible for program per their IEP, may request to remain at school for grade 5, 8 or 12. Submit variance request to principal of the Requested School. (N)

REQUESTED SCHOOL PRINCIPAL: Approved Denied Signed:

Date: