

LCPS student registration policies and procedures are subject to change. This document is intended to provide general information. We encourage you to visit the LCPS website for the most up-to-date information of student registration: <https://www.lcps.org/page/online-pre-registration>. A overview of the process can be found here: https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/4461/lcps/4543213/ENG.pdf.

Student Registration

All parents of 8th grade students who reside in Loudoun County, and who intend to send their child to LCPS for 9th grade, should initiate the student registration process between **March and June**. Families have the option to pre-register online. Visit <https://www.lcps.org/Page/187320> for more details. All students are assigned to attend their neighborhood high school, based on their home address. Review the boundary locator to determine your child's neighborhood school: https://webinter.lcps.org/Lcps_Locate/.

Request a meeting with the school counselor assigned to your child to select courses for 9th grade and determine the type of diploma your child intends to earn. If your child wants to attend a high school outside of your neighborhood, read below for transfer details.

Required Registration Documents

Parents are required to provide an original birth certificate at the time of registration to confirm both the child and the parents' identity. Foreign-born students may use a passport with an affidavit to confirm their birthdate and their identity. Photo identification of parent/guardian registering child is required.

A physical exam is *not* required for high school students as they enter LCPS. However, TB screening performed no sooner than 3 months prior to registration is mandatory (<https://www.lcps.org/o/doss/page/registration-information>). Proof of residency and immunization records are also required. Students requiring emergency medication will need to submit additional medical paperwork. More information and forms can be found here: <https://www.lcps.org/o/doss/page/documents-needed-for-registration>

Request Records from Al Fatih Academy

In preparation for your registration meeting, request your child's official school records from Al Fatih Academy **at least 2 weeks before the meeting**. To do so, email the *Request to Release Confidential Records to Another School* form to Registrar@alfatih.org. Records will be sent to the new school and parents will also receive a copy. The form is available here: https://www.alfatih.org/editoruploads/files/All%20Forms/Records_Request_for_AFA_to_Send.pdf

Student Transfer from Neighborhood School – Application available from April 1 – June 30

Students who wish to initiate a transfer to another LCPS high school may do so for a number of approved reasons (click <https://webinter.lcps.org/specialpermissions/> for complete list), before **June 30**:

- Employee Special Permission
- Special Permission
- Family Relocation

Students must first register at their neighborhood school. The second step is to complete the online application which will be available from **April 1 through June 30**. LCPS will approve these transfer requests based on space availability in the requested program.

Home Language Information

All new LCPS students are required to complete the Home Language Information section of the Student Registration form. If the family indicates that a language other than English is spoken at home, or that the first spoken language was not English, arrangements will be made by the school to screen the student to determine his or her need for English Language Learner (ELL) instruction. The results of the assessment will indicate if the child is eligible for English Language Learners support at the high school level.

For additional information on the LCPS ELL program, visit <https://www.lcps.org/o/dtl/page/division-of-english-learners>. Students may still initiate the registration process at their base school.

World Languages Credit

AFA graduates may be eligible to earn up to 3 high school credits for their Arabic language study in the AFA middle school program (Grades 6 - 8). LCPS will recognize the Arabic language courses from the AFA transcript with a final grade of C or higher.

AFA Grade	Arabic Track 1	Arabic Track 2	Arabic Track 3
6	Level 1	Level 2A	Level 2B
7	Level 2A	Level 2B	Level 3
8	Level 2B	Level 3	Level 3 Extended
Equivalent HS Credits	HS Credit - Year 1 & 2	HS Credit - Year 1,2, 3	HS Credit - Year 1,2,3
		<i>Students who test out of Level 1 before entering 6th grade will be eligible for 1 credit, however a grade will not be assigned.</i>	<i>Students who complete Level 3 in 7th grade will not be eligible to receive credit for Level 3 Extended Arabic.</i>

Math Credits

AFA graduates are eligible to earn 1 high school credit for their Algebra 1 coursework at AFA in Grade 7 or Grade 8. LCPS will recognize the Algebra 1 course from the AFA transcript with a final grade of C or higher. **To earn verified credit for Algebra, the student must also pass the Virginia Standards of Learning Test for that subject.** Tests are typically offered throughout the summer and at the end of each school year. Consult with your child's counselor to schedule a test date. For additional information on this and other course requirements visit <https://www.lcps.org/o/lcps/page/changes-in-assessment-middle-high-school>.

Students enrolled in the AFA Geometry Sequence, are eligible to earn 1 high school credit for Geometry in addition to 1 high school credit for Algebra, provided both courses are completed with a C or above.

For Students Enrolled in the AFA Algebra Sequence Program	
Grade	Math Class
6	Math 6
7	Pre-Algebra
8	Algebra 1 (for HS Credit)

For Students Enrolled in the AFA Geometry Sequence Program	
Grade	Math Class
6	Pre-Algebra
7	Algebra 1 (for HS Credit)
8	Geometry (for HS Credit)

Expunging High School Courses Taken in Middle School – August 15 Deadline

In accordance with VDOE regulations, LCPS Policy 5-5.1 permits parents of students who take a high school credit-bearing course in middle school to request that the grade be omitted from the student's high school transcript and the student not earn high school credit for the course. **Parents must make this request in writing no later than August 15 of the year in which the student completes grade 8.** Parents are strongly advised to discuss this decision

with their student's school counselor and the impact of expunging a course on desired high school diploma type and standard and verified credit requirements. The decision to expunge is irreversible.

Advanced Academics

Academic courses challenge students to master rigorous standards while providing individualized support. Honors courses are offered in Grades 9, 10, and 11. While they focus on the same skills as grade level and academic courses, honors courses are distinguished by a more rigorous program and are inquiry based. Students in 9th - 11th grades are encouraged to pursue honors coursework in preparation for AP classes.

Please discuss requirements with your child's counselor.

Home Instruction – Typically Due by August 31

In accordance with Loudoun County School Board Policy §8-11, any parent may elect to provide home instruction for his or her school-age child in lieu of school attendance. Parents or guardians should provide their notice of intent and supporting documents via the online *Notice of Intent to Provide Home Instruction* form on or before **August 31**.

For additional details, please visit <https://www.lcps.org/o/doss/page/home-instruction>.

Part-Time Enrollment – Due by August 1

The families of non-enrolled Loudoun County students in grades 7-12 who wish to enroll their students on a part-time basis in the Loudoun County Public Schools may be eligible to do so for participation in high school credit classes in accordance with the regulations developed by the Superintendent.

For additional details and application instructions, please visit <https://www.lcps.org/o/doss/page/part-time-dual-enrollment-information>.

Registration Support

We look forward to working with the families of our AFA Middle School students to support you in making an effective transition to a LCPS high school. If you would like our assistance in preparing to meet your high school guidance counselor, please email Registrar@alfatih.org.