



Medical or Psychological Administrative Placement Request

Below is the list for supporting documentation for a Medical or Psychological Administrative Placement request. Please follow these guidelines and submit all documentation together to:

Elementary (K-5) Requests: elementaryed@apsva.us

Secondary (6-12) Requests: secondaryed@apsva.us

Guidelines

Medical or Psychological Cases

Resident students who have medical and/or psychological difficulties requiring assignment to a school outside of their attendance area may be so assigned. The following conditions must be met:

Medical

In cases where medical reasons are involved, the following shall be submitted as an application:

- (1) The parent or guardian must submit, in writing, the reason for the request. This is fulfilled by completing the request form and providing a narrative in the “additional information” section that details your reasons for a medical request.
- (2) The parent shall submit permission for the Superintendent or designee to consult with the health care professional(s) that is treating the student by completing a [Release of Information Form](#).
- (3) A written recommendation for such transfer from a healthcare professional(s) (i.e., physician, nurse practitioner, or physician’s assistant), who is treating the student, including the reasons for the request and the probable length of such assignment.
- (4) For students in grades 5 or above, a student narrative shall be included, unless circumstances are identified that justify omitting such a narrative.

When an application is complete (items 1-4 above), the Superintendent or designee, may consult with the principal, or their designee, of the sending and receiving schools, student services staff, a school health physician or nurse, a school psychologist, and additional APS staff may be consulted as needed to review the request and provide a response to the request within 60 school days. In the event the need for the transfer is urgent, APS will endeavor to provide a response more quickly.



Psychological

In cases where psychological reasons are involved, the following shall be submitted as an application:

- (1) The parent or guardian must submit, in writing, the reason for the request. This is fulfilled by completing the request form and providing a narrative in the “additional information” section that details your reasons for a psychological request.
- (2) The parent shall submit permission for the Superintendent or designee to consult with any private mental health professional(s) that is working with the student by completing a [Release of Information Form](#).
- (3) A written recommendation for the transfer, from at least one mental health professional(s) (i.e. licensed clinical counselor, licensed clinical social worker, psychologist, or psychiatrist), who is working with the student, stating the reasons for the request and the probable length of such assignment.
- (4) For students in grades 5 or above, a student narrative shall be included, unless circumstances are identified that justify omitting such a narrative.

When an application is complete (items 1-4 above), the Superintendent or designee, may consult with the principals, or their designees, of the sending and receiving schools, student services staff, and a school psychologist, will review the request and provide a response. Additional APS staff may be consulted as needed. APS will endeavor to process the completed request as soon as possible and within 60 school days. In the event the need for the transfer is urgent, APS will endeavor to provide a response more quickly.

When the packet is complete, send all documents to:

Elementary (K-5) Requests: elementaryed@apsva.us

Secondary (6-12) Requests: secondaryed@apsva.us

If you have any questions, please email us, or call 703-228-7224.