APS Policy Review Team
2110 Washington Blvd
Arlington, VA 22204

TO: Arlington School Board
FROM: Policy Review Team
THROUGH: Dr. Francisco Durán, Superintendent
DATE: December 5, 2025
RE: Proposed revisions to Policy J-15.31 Reporting Students Enrolled in Programs

This policy is up for its regular 5-year review and is scheduled for Board Information on December 18.

Staff are proposing the following changes to Policy J-15.31 Reporting Students Enrolled in Programs.

- Add introductory sentence.
- Remove details on VDOE reporting to simply note that APS follows VDOE requirements.
- Reorder the sections and headings.
- Add that assessment and membership reports will also be broken down by program when the programs are high school general education programs that lead to a diploma or certificate.
- Note that monthly enrollment reports will be posted on the APS website.
- Remove monitoring language.
- Minor technical changes.

This policy was reviewed by the Policy Review Team and Policy Subcommittee and was posted for public comment.

Arlington Public Schools reports membership (enrollment) totals and assessment results to the Virginia Department of Education (VDOE) and internally in order to better inform the decision-making of both state and local officials. Arlington Public Schools follows the VDOE reporting guidelines. Students enrolled in state-identified alternative programs and select Arlington Public Schools countywide programs will be reported to the state through their schools of residence.

Virginia Department of Education Reports

Information and results for students enrolled in state-identified alternative programs and other Arlington School Board-designated countywide programs (responsible schools as defined below) will be included with their school of residence (known in Arlington Public Schools as "neighborhood" school, see definitions below). Arlington Public Schools reports assessment results and membership to VDOE in accordance with VDOE requirements.

Arlington Public Schools Internal Reports

Assessment Reporting

Arlington Public Schools internal reports will be broken down by serving school or by program, in the case of high school general education programs that lead to a diploma or certificate and may be broken down in other ways depending on the data request.

Membership Reporting

Arlington Public Schools internal reports, including the posted Monthly Membership reports of enrollment, will be broken down by the program location or by program, in the case of high school general education programs that lead to a diploma or certificate. These reports may also include more granular detail when there are multiple Arlington Public Schools programs at a single location. Furthermore, internal reports may be broken down in other ways depending on the data request. Monthly enrollment reports will be posted on the Arlington Public Schools website.

Schools will receive direction about any reporting or verification that they must do manually on an annual basis.

Definitions:

School of residence is another term used by VDOE to identify students' neighborhood school.

Responsible school is defined by VDOE as the school where the student resides (school of residence/neighborhood school), where the student attends a school through open enrollment (for instance, a school with lottery-based enrollment), or where the student attends due to tuition being waived.

Serving school is defined by the Virginia Department of Education as any school, center, program or placement which provides services to a student.

References

Every Student Succeeds Act

Virginia Department of Education Specifications for Completing the Student Record Collection (As amended by the Virginia Department of Education)

Administrative Code of Virginia § 20-330-10 Rules for Governing Alternative Education
Administrative Code of Virginia § 20-131-5 Regulations Establishing Standards for Accrediting Public Schools in Virginia. Definitions.
Administrative Code of Virginia § 20-131-380 Measurement of School Quality for Accreditation
School Board Policy J-5.3.31 Options and Transfers

Policy Adoption and Revision History
Adopted September 20, 2007, Effective September 20, 2007
Renumbered (former Policy 25-2.4) effective July 1, 2018
Revised April 11, 2019, Effective April 11, 2019

Arlington Public Schools reports membership (enrollment) totals and assessment results to the Virginia Department of Education (VDOE) and internally in order to better inform the decision-making of both state and local officials. Arlington Public Schools follows the ~~Virginia Department of Education~~VDOE reporting guidelines. ~~Reporting s~~Students enrolled in s~~S~~tate ~~-~~identified alternative programs and select Arlington Public Schools countywide programs will be reported to the state through their schools of residence ~~will affect state reports~~.

~~**Assessment Reporting**~~

Virginia Department of Education Reports

Information and results for students enrolled in state ~~-~~identified alternative programs and other Arlington School Board ~~-~~designated countywide programs (responsible schools as defined below) will be included with their school of residence (known in Arlington Public Schools as "neighborhood" school, see definitions below). Arlington Public Schools reports assessment results and membership to VDOE in accordance with VDOE requirements. ~~In calculating the pass rate on Standards of Learning (SOL) tests required for accreditation and federal accountability, these students will be counted within their school of residence.~~

~~School of residence is used for reporting assessment results and will be designated in the student information system for all students in these programs. This change in reporting is automatic for many state reports.~~

Arlington Public Schools Internal Reports

Assessment Reporting

Arlington Public Schools internal reports will be broken down by serving school or by program, in the case of high school general education programs that lead to a diploma or certificate and may be broken down in other ways depending on the data request.

~~**Membership Reporting**~~

~~**Virginia Department of Education**~~

~~To comply with the information and reporting requirements for school report cards, and the performance indicators for federal accountability, the Virginia Department of Education has implemented a Student Record Collection System.~~

~~One record is reported for each student at each school where the student has at least one day of membership. Students in state identified alternative programs and other School Board designated countywide programs will be reported with their school of residence as their responsible school. A countywide program will be reported as a serving school if the program has an official Virginia Department Education assigned public center code.Information and results for students enrolled in state identified alternative programs and other School Board designated countywide programs will be included with their school of residence (known in Arlington Public Schools as "neighborhood" school, see definitions below).~~

Membership Reporting

~~**Arlington Public Schools Internal Reports**~~

Formatted: Font: Italic

Commented [SM1]: Covered above.

Formatted: Font: Italic

Arlington Public Schools internal reports, including the posted Monthly Membership reports of enrollment, will be broken down by the program location or by program, in the case of high school general education programs that lead to a diploma or certificate. These reports may also include more granular detail when there are multiple Arlington Public Schools programs at a single location. Furthermore, internal reports may be broken down in other ways depending on the data request. Monthly enrollment reports will be posted on the Arlington Public Schools website.

Schools will receive direction about any reporting or verification that they must do manually on an annual basis.

~~The School Board shall monitor the implementation of this policy through annual monitoring reports as well as monthly enrollment reports and other internal reports as designated by the School Board to ensure that reasonable progress is being made toward achieving the School Board's goals and that operation of the school division is consistent with its policies.~~

Definitions:

School of residence is another term used by ~~APS~~VDOE to identify students' neighborhood school. ~~Schools have attendance areas established by the School Board. Every student is guaranteed admission to the elementary, middle, and high school serving the attendance area in which the student resides.~~

Responsible school is defined by ~~the Virginia Department of Education~~VDOE as the school where the student resides (school of residence/neighborhood school), ~~OR~~ where the student attends a school through open enrollment (for instance, a school with lottery-based enrollment), or~~OR~~ where the student attends due to tuition being waived.

Serving school is defined by the Virginia Department of Education as any school, center, program or placement which provides services to a student.

~~**For further details from the Virginia Department of Education regarding student reporting, please see:**~~
~~http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/2018-2019/specifications-document-2018-2019-ac.docx~~

References

Every Student Succeeds Act
~~School Board Policy J-5.3.31: Options and Transfers~~
Virginia Department of Education Specifications for Completing the Student Record Collection (As amended by the Virginia Department of Education)
Administrative Code of Virginia § 20-330-10 Rules for Governing Alternative Education
Administrative Code of Virginia § 20-131-5 Regulations Establishing Standards for Accrediting Public Schools in Virginia. Definitions.

Commented [SM2]: This topic is covered in J-5.3.30 Admissions and is not needed in this policy.

Formatted: No underline

Formatted: Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border), Between : (No border)

Administrative Code of Virginia § 20-131-380 Measurement of School Quality for Accreditation
~~Every Student Succeeds Act~~School Board Policy J-5.3.31 Options and Transfers

Policy Adoption and Revision History
Adopted September 20, 2007, Effective September 20, 2007
Renumbered (former Policy 25-2.4) effective July 1, 2018
Revised April 11, 2019, Effective April 11, 2019