



Henrico County Public Schools  
 Variance Office  
 3820 Nine Mile Rd.  
 Henrico, Va. 23223  
 variances@henrico.k12.va.us

## VARIANCE REQUEST FORM for 2023-2024 SCHOOL YEAR

[henricoschools.us/schoolassignmentvariance/](http://henricoschools.us/schoolassignmentvariance/)

CENTRAL OFFICE USE ONLY

Approved:  Denied:  Code: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Form Revised 01-27-2023

**ONCE COMPLETED AND SIGNED, PLEASE RETURN FORM(S) TO HOME SCHOOL.**

**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 2023-24 School Year:

Variance requests for the 2023-24 school year must be submitted during the second semester of the 2022-23 school year and no later than the last school day of the school year (June 9, 2023). **After** the last school day in June 2023, variance requests for school year 2023-24 will only be accepted from families moving into Henrico, new HCPS employees (within 30 days of hire), students with new medical considerations and current HCPS families with documentation of a change in residence during the summer or during the school year.

### Variance Requirements and Limitations:

1. A principal may not approve a variance that is not expressly permitted per HCPS Policies and Regulations.
2. To be eligible for a variance, 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 full compliance with all HCPS residency requirements.
3. 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. (P6-03-002-R, Verifying Residency/Reporting Address Changes)
4. Approved variances expire at the end of the school year and may be revoked earlier for non-compliance with variance provisions.
5. Transportation on HCPS buses is not permitted for students with an approved variance. Parents must provide or arrange for transportation.
6. Variances are not approved for a sibling to attend school of a sibling admitted to or placed in an academic or exceptional education program.
7. Variances may only be granted one time per move. Residency documentation must be provided for a request involving a move.
8. Variances are not approved for schools or grade levels that are at or above capacity.
9. Review HCPS Regulation P6-03-011-R "School Assignments/Variance Procedures for Henrico Residents," which is posted on the HCPS variance webpage ([henricoschools.us/schoolassignmentvariance/](http://henricoschools.us/schoolassignmentvariance/)), for a **complete list** of variance reasons, requirements, and limitations.

**REQUIRED SIGNATURE:** I have read the Code of Virginia Section 22.1-264.1 and the Variance Requirements and Limitations.

Parent/Legal Guardian Signature \_\_\_\_\_ Relationship To Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade for Variance Year: \_\_\_\_\_ DOB: \_\_\_\_\_  
First Middle Last

Student ID #:

Student's Present Address: \_\_\_\_\_  
Number Street City and State Zip Code Apt. No.

Name of Parent/Legal Guardian: \_\_\_\_\_ Email address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Mother's Work #: \_\_\_\_\_ Father's Work #: \_\_\_\_\_

Student's Assigned School: \_\_\_\_\_ School Attended Last Year: \_\_\_\_\_

School Requested: \_\_\_\_\_ Effective Date: \_\_\_\_\_

### Check the one reason for your variance request:

- Childcare** provided by a family member (grades K-5 only). Requests for commercial daycare are not considered. (C)
- Move within HCPS** during summer after grade 4, 7, 10 or 11: May remain at school for grade 5, 8, 11 and/or 12. (A)
- Move within HCPS** during school year (grades K-12): May apply to finish the school year. (B)
- Move out of Henrico** (grades K-11) during the school year: May apply to complete the semester of the documented move date. (I)
- Move out of Henrico** (rising/current senior): May apply for a tuition-based variance to complete 12th grade. (J)
- Plan to move** to requested HCPS school zone within 90 days (includes move from outside the county\*): Must provide a copy of a signed/dated lease or purchase agreement, free of contingencies. (E) or (K\*)
- JROTC**: Must request variance when accepted into a JROTC program at non-home school. Submit request to home school. (M)
- Military**: Relocated to base housing or duty station in another school division, or parent deployed. (G)
- Permanent HCPS Employees (Henrico Residents)**: Request for child (grades K-12) to attend school with parent or school closest to parent work location (H). Must have custody of child. **Nonresident employees** submit **nonresident application** posted on Variance webpage.
- Documented **medical** reason: Must be accompanied by 1) recent letter from doctor (mental health doctor if psychological or psychiatric reason), AND 2) signed "HCPS Release/Exchange of Confidential Information" form. Home school should send all forms and required documents to the HCPS Variance Office to process the request. (D)

HOME SCHOOL PRINCIPAL:  Approved  Denied

REQUESTED SCHOOL PRINCIPAL:  Approved  Denied

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The "Principal Approved Variances" Google form must be completed by the final approving school to notify central office of an approved variance request.