

International Baccalaureate Diploma Program  
Robinson Secondary School  
5035 Sideburn Road  
Fairfax, Virginia 22032  
Holly Cho and Wendy Vu, Diploma Program Coordinators  
[HTCho@fcps.edu](mailto:HTCho@fcps.edu) and [WMVu@fcps.edu](mailto:WMVu@fcps.edu)  
OFFICE 703.426.2254 FAX 703.426.2197

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## STUDENT TRANSFER PROCESS 2018-2019 School Year

1. Fill out the FCPS application for curricular transfer and the Letter of Understanding online. In "Reason for Request," check International Baccalaureate Program. The enrolling parent will access the online student transfer application on the Student Transfer website and must have a Student Information System - SIS Parent Account to submit the request. Payment (\$100) is required at the time the application is submitted. The online student transfer application will be available beginning **February 5, 2018**. The student transfer website has information posted: <https://www.fcps.edu/registration/student-transfers>. If you are coming from a non-Fairfax County School, you will first need to register at your base school to receive a student ID number. Inform the base school that you are only registering to receive the number and that you plan to apply for student transfer. Applications will be accepted February 5<sup>th</sup> 2018 through May 1<sup>st</sup> 2018 only. You may only request Robinson if we are the IB school closest to your residence.

2. Give your child's current school counselor the recommendation form to complete. Have that person send the completed form to the IB Coordinators at Robinson via fax or email. Make sure that the counselor also sends a current transcript reflecting grades and course enrollment.

3. The names of qualified applicants will be forwarded to the Office of Student Registrations for approval. The Office of Student Registration will notify the parent/guardian of the approval or denial decision in writing.

If you have any questions, please call the IB Office or email one of the coordinators. You can also get more information about the student transfer process on the FCPS website.

4. **Optional Four-Year Planning Meeting: Tuesday, April 17<sup>th</sup> at 7 PM at Robinson.** At this meeting, the coordinators will go over the requirements of the program and work with the students to complete a 4 year plan. We do not meet with families individually.

ROBINSON SECONDARY SCHOOL  
INTERNATIONAL BACCALAUREATE PROGRAM  
COUNSELOR/TEACHER RECOMMENDATION FORM



Please complete the following information as part of the placement process for potential International Baccalaureate students and send by pony or FAX to Holly Cho and Wendy Vu, IB Coordinators, Robinson Secondary School. FAX # is 703.426.2197. Thank you so much for your assistance in completing this process.

Date \_\_\_\_\_

\_\_\_\_\_ is interested in applying for the International Baccalaureate at  
Student's Name

Robinson Secondary School. IB is a highly rigorous and challenging high school curriculum that provides an excellent preparation for college-bound students. As part of the application process, please

1. send a copy of the student's most recent transcript.
2. complete the following recommendation form.

I recommend this student      with the highest regard  
   without any reservation  
   with some reservations      (Please circle one)  
   with reservations  
   would not recommend

I base my recommendation on

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommender's Name: \_\_\_\_\_

If you have any questions, please feel free to contact Holly Cho or Wendy Vu at Robinson Secondary School by phone (703.426.2254) or email [HTCho@fcps.edu](mailto:HTCho@fcps.edu) or [WMVu@fcps.edu](mailto:WMVu@fcps.edu).