

Open Enrollment Transfer Request

Request of Out of District/School Zone Consideration

Legal Student Name <i>(As it appears on birth certificate)</i>	Date of Birth:	Grade:	Age:
_____	_____	_____	_____
<i>First Name</i>	<i>Middle Initial</i>	<i>Last Name</i>	

Parent / Guardian / Requestor Contact Information		
Name/nombre: _____		
Cell Phone/Celular: _____	Home Phone/Casa: _____	Work/Msg / Trabajo: _____
Mailing Address/Dirección postal: _____		
EMAIL Address/Dirección de 'email': _____		

Present “Home” School/Zone of Attendance	Requested “Transfer” School of Attendance
School of Residence: _____	Transfer School: _____
Current Home Physical Address _____ _____ <input type="checkbox"/> Attach proof of physical address (Bill or official document in the parents name with physical address).	Why are you requesting a transfer to this school site?

*** TO BE COMPLETED BY SCHOOL PERSONEL ***	
Application Receipt: Date Received: _____ Time Received: _____	School Principal Verification (To be approved by school principal upon receipt or by August 1 of registering year) I verify that I have reviewed the application and applied policy per priority levels and have determined: <input type="checkbox"/> Grant Transfer Request. I certify that this transfer request will maintain adequate class sizes/capacity limits as budgeted and adequate space is available to permit within PED class size requirements. <input type="checkbox"/> Deny Transfer Request. I certify that this transfer request will NOT maintain adequate class sizes/capacity limits as budgeted and adequate space is NOT available to permit within PED class size requirements.
Application Notification Date: _____ Method: <input type="checkbox"/> Phone/ <input type="checkbox"/> Mail By whom: _____	Principal Signature: _____ Date: _____

Parent / Guardian Affirmation of Discipline Status:

Is the above-named student for whom you are requesting transfer:

1. Expelled or long-term suspended from any school or school district within the last twelve (12) months? ☐Yes / ☐No
2. Subject to expulsion or long-term suspension from a school or school district within the last twelve (12) months? ☐Yes / ☐No
3. In compliance with a condition of disciplinary action in any school or school district within the last twelve (12) months? ☐Yes / ☐No

Parent Affirmation of conditions for applying to the open-enrollment program:

1. An open enrollment application must be completed and submitted prior to July 15 of the current school year for priority consideration.
2. Enrollment is subject to the capacity limit established for the school and/or its grade levels.
3. Prior to the beginning of the semester, the parent or legal guardian will be notified whether the application has been accepted, rejected, or placed on a waiting list.
4. Transportation for the student shall be the responsibility of the parent or legal guardian.
5. Providing false information on this form may result in the application being denied or admission being revoked.

The signatory affirms that the student will abide by the rules, standards, and policies of the school and the District if enrolled.

Signature of Parent or Legal Guardian

Date

Open Enrollment Application Process & Notification

The District has an open-enrollment program as set forth in 22-1-4 NMSA 1978.

Selection Process

All applicants will be accepted if there is sufficient capacity. If there is insufficient capacity, applicants will be selected from the submitted applications for enrollment in a school in accordance with a random selection process by enrollment priority except where policy may indicate otherwise. After June 1, pupils shall be selected for enrollment from the waiting list by enrollment priority in the order in which the pupils were placed on the waiting list through the random selection process, or as otherwise provided by policy.

Application Process

Applications for Open Enrollment must be completed in their entirety and all appropriate supporting documentation attached. The Open Enrollment Application must be submitted at the school to which the applicant is requesting enrollment (or submitted via district wide registration locations), along with a completed registration form. Upon verification of complete Registration packet and Open Enrollment Application, the school registrar/principal will date/time stamp the Enrollment Application and place the students name and contact information on the schools official wait list.

Review Process

All applications for Open Enrollment will be reviewed at the school level by August 1 of the upcoming school year, at which time enrollment capacity will be reviewed and students selected based on priority categories and date submitted.

Notification Process

All applications will be reviewed and notification of acceptance will be mailed to the address provided on the student registration form on or after August 1 of the application year. Parents may also call the requesting school after August 1 to inquire if their Request for Out of District/Boundary Application has been Approved or Denied, please ask to speak with the school principal.