

# Regulation JFA

## Las Cruces Public Schools

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**Related Entries:** JFA, JFB, JFB-R  
**Responsible Office:** Associate Superintendent for Instruction

### ADMISSION PROCEDURES

#### I. PURPOSE

To implement the policy of the Las Cruces Public Schools Board of Education with regard to the enrollment of eligible students into Las Cruces Public Schools.

#### II. PROCESS

##### A. Documents Required To Register a Child To Attend LCPS

###### 1. For new elementary students:

- a. Fill out the enrollment form on the LCPS website prior to going to the school: Elementary Enrollment Form | Spanish, interactive; or
- b. Fill at the form at your home school.

###### 2. Proof of child's date of birth

Acceptable documents are

- a. birth certificate (state certified -- no copies accepted), or
- b. passport/visa

###### 3. Current immunization records (See LCPS Policy and Regulation JLCB: Immunization of Students)

###### 4. Child's Social Security card (optional)

###### 5. Proof of residence

- a. Presenting proof of the child's home address is mandatory to determine his/her school attendance zone.
- b. Acceptable proof of residence includes
  - i. If you are a homeowner:
    - aa. Current property tax bill or
    - bb. Current utility bill (electric, water, natural gas, propane)
  - ii. If you are a renter:
    - aa. Current rental lease agreement or,
    - bb. If the lease is more than one year old, a copy of the lease AND a current utility bill

- iii. Shared housing: Parent and homeowner must jointly fill out a Student Residency form, available at any school. Homeowner must provide:
  - aa. Copy of current property tax bill of homeowner with whom student and parent(s) are living or
  - bb. Copy of rental lease agreement **or**, if lease is more than one year old:
    - a copy of the lease; and
    - a current utility bill of renter with whom student and parent(s) are living; and

**B. Age of Enrollment**

See LCPS Policy and Regulation JEB: Age of Enrollment

**C. Determining Which School to Attend**

- 1. To verify which school your child will attend
  - a. Call the LCPS Transportation Department at 575.527.5998 and give them your address, or
  - b. Visit the ARC Assignment Locator by Street for Las Cruces Public Schools at <https://www.arcforms.info/lcpsstreetfile/index.html>.
- 2. Once you know which school your child will attend, you can go to that school and register your child. More info:
  - a. To find the address of an LCPS school, visit the Schools page of the LCPS Directory at [www.lcps.k12.nm.us](http://www.lcps.k12.nm.us).
  - b. For more information about a school, click on "Schools" in the yellow box in the top left-hand corner of the home page at [www.lcps.k12.nm.us](http://www.lcps.k12.nm.us).
  - c. For a map to the school, see our School Locator, under "Maps" at [www.lcps.k12.nm.us](http://www.lcps.k12.nm.us).

*History:* New regulation. Created 07.27.10



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*Associate Superintendent for Instruction*

August 12, 2010

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*Date Approved*