



**Process for Completing Out-of-District (Non-LCPS Students)**  
**Transfer Requests**

Before accepting students who live in neighboring school districts, the following procedures should be applied:

1. The parent/guardian should complete Part I of form JFAB-E1, including the reason for requesting the transfer.
2. The parent/guardian should sign Part I indicating understanding of LCPS expectations.
3. The parent/guardian should obtain the signature of the superintendent/designee of the student's home district (Non-LCPS District) in Part II.
4. For grades K – 8 transfer requests – the parent/guardian should obtain the signature of the principal of the school the student is requesting a transfer to in Part III. The principal's signature indicates the school has adequate resources/space in the program/grade to accommodate the transfer request. The principal will forward the transfer request to the chief academic officer for final approval.
5. For grades 9 – 12 transfer requests – the parent/guardian should obtain the signature of the director of secondary instruction in Part III, which indicates the school has adequate resources/space in the program/grade to accommodate the transfer request. The director of secondary instruction will forward the transfer request to the chief academic officer for final approval.
6. Superintendent's designee, the chief academic officer, will make the final decision on the approval of a transfer request.
7. Parent/guardian will receive a written response from the office of the chief academic officer regarding the approval of the transfer request. A copy of the final *JFAB-E1 Out-Of-District Request* may serve as the written response.

**Guidelines for Approval of Transfers:**

- Transfers are approved on the availability of staff, space, and facilities.
- Transportation is not provided by Las Cruces Public Schools.
- Students are INELIGIBLE for New Mexico Activities Association sanctioned activities until final eligibility is determined. For questions regarding eligibility, contact the Department of Athletics 527-5812.
- Students are expected to arrive on time and must be picked up in a timely manner.
- Students whose transfers are approved must follow guidelines in accordance with LCPS Policy JFB and Regulation JFB-RA.
- Students who do not comply with district policies and regulations may have their transfer revoked.