

# Regulation

## Las Cruces Public Schools

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Related Entries: IKE, JFA, [JFAB](#), JLCB-RA, JRA, JFB

Responsible Office: Chief Academic Officer

### Admission of Nonresident Students

#### I. PURPOSE

To establish procedures for an equitable admission process of nonresident students into the Las Cruces Public School District

#### II. PROCEDURES

Before accepting students who live in other districts, the following procedures must be applied:

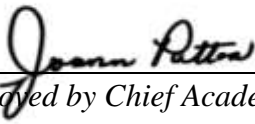
- A. Each year the student will obtain a proper release from the school district in which the student resides. The release must contain:
  1. Signature of parents/guardians;
  2. Signature of superintendent from student's home district; and
  3. Reason for requesting admission to Las Cruces Public Schools.
- B. Prior to final approval, students enrolling will require the receiving principal (for grades K-8) or the director of secondary instruction (for grades 9-12) to:
  1. Determine student status and space availability;
  2. Ensure the student is in good standing from previous district. If student is long-term suspended, the receiving principal/director of secondary instruction will determine whether or not the student's transfer is honored;
  3. For special education students, confer with Director of Special Education to determine if placement is appropriate and services are available;
  4. Ensure signed authorization from student's home district is completed on form *JFAB-E1 Out-Of-District Transfer Request*; and

*JFAB/JFAB-RA Admission of Nonresident Students*

5. Not allow student enrollment until final approval by the LCPS superintendent's/designee's signature on *JFAB-EI Out-Of-District Transfer Request*.
- C. Final copy of the signed form will be distributed to department of instruction, receiving school, and parent/guardian.
- D. Participation in any school athletic or non-athletic activities is subject to LCPS and NMAA established policies and regulations.

*History:* Formerly Procedure 303-9, Revised 01.09.06

*Legal Reference:* NMSA 22-12-5, 42 U.S.C. 11301



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*Approved by Chief Academic Officer*

January 9, 2006

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*Date Approved*