

POLICY

Board of Education Las Cruces Public Schools

Related Entries: JEB, [JFA-RB](#), JFAB, JFAB-RA
Responsible Office: Chief Academic Officer

Admission Procedures

I. PURPOSE

The Board of Education is committed to an effective, efficient, and equitable enrollment process for all eligible Las Cruces Public Schools school-aged children.

II. GUIDELINES


Upon enrolling in the Las Cruces Public Schools, parents/guardians must meet the following criteria (see *Regulation JFA-RB Enrollment of Homeless Students*):

- A. Completing LCPS Form, *New Student Enrollment Information*
- B. Present proof of student's date of birth to meet the age requirements *Policy JEB Age of Enrollment* (22-8-2 Section M, NMSA 1978); acceptable documents are birth certificate, physician's records, passport/visa, or previous school record.
- C. Present up-to-date immunization records or evidence they are in compliance with immunization requirements under New Mexico Administrative Code (7 NMAC 5.2) (see *Regulation JLCB-RA - Immunization of Students*).
- D. Present evidence of home address to determine home attendance zone;
 1. Homeowner – acceptable document is current property tax bill or a current utility bill
 2. Renter – acceptable document is current rental lease; if lease is over 1 year old, copy of lease and current utility bill
 3. Shared Housing – acceptable documents are a copy of current property tax bill of homeowner with whom student and parent are living or a copy of rental lease (if lease is over 1 year old, copy of lease and current utility bill) of renter with whom student and parent are living; and at least two supporting documents.

This policy shall be reviewed in accordance with the Board of Education policy review process.

History: Previously Policy 301

Legal Ref: 42 U.S.C. 11301, McKinney-Vento Act 2001



Approved, Board of Education President

10.04.05

Date