



**Las Cruces Public Schools
Department of Instruction**

**Form JFB-E-K8 Elementary/Middle School
Change of School Assignment (Transfer Request)**

INSTRUCTIONS: The parent/guardian of the eligible student is to complete Parts I, II, and III, then obtain signatures from the principals of the originating school and the requested school between **February 1 and March 1. The deadline is 5 p.m. on March 1.** (Policy JFB -Open Enrollment. Regulation JFB-R)

Part I - CHANGE OF SCHOOL ASSIGNMENT REQUEST (Please Print)

Student name: _____ Student ID: _____

Originating school: _____

Requested School: _____

Birth date ____/____/____ Gender: _____

Grade in School _____ as of August 2017

Physical address: _____ Zip code: _____

Mailing address (if different): _____

Parent(s)/Guardian(s) _____

Primary phone: (_____) _____ (home/cell/work) Secondary phone: (_____) _____ (home/cell/work)

Parent/guardian e-mail address: _____

Is the student enrolled in any of these programs? Special Education AES ESL/Bilingual Dual Language

Does a student have a sibling(s) that attends the requested school? If yes, name(s) and grade(s) for the 2017-18 school year:

Is the parent/guardian an employee at the requested school? (If yes, name: _____)

Is the parent/guardian Active Military? Yes No

Part II – Assurances. Please initial next to each statement and sign below indicating your understanding of the regulation.

- _____ Transfers are approved based on school/grade level capacity and there is **no guarantee of approval.**
- _____ Special consideration will be given for students with siblings already attending the requested school, parents who are active military, parents who are employees of the requested school and documented extenuating circumstances (See Regulation JFB-R, Section IV, D, 1-4.)
- _____ If the number of transfer requests exceed the available space in a school and/or grade level, a random selection process will be used.
- _____ Transportation is not provided for transfer students and is the responsibility of the parent/guardian.

Parent/Guardian Signature: _____ Date: _____

Part III - Review and Final action. Principal of the originating and the requested school must sign this request.

To be completed by originating school principal:

I have discussed this request with parent/guardian.

Signature - Principal of Originating School _____ Date _____

To be completed by requested school principal:

Approved Denied Reason for denial: _____

Additional Notes _____

Signature - Principal of Requested School _____ Date _____ Parent Notification Date/Method/By _____