

## REQUEST FOR STUDENT TRANSFER APPLICATION

(IN-DISTRICT AND OUT-OF-DISTRICT ATTENDANCE BOUNDARIES)

This form must be completed annually.

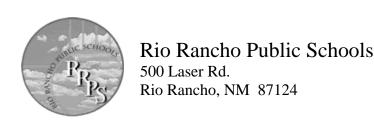
## This student must be registered at his/her resident/home school before this application can be accepted.

Date:/	;	School Level:	□ ES	□MS	□HS
Student name:	School I.D.		Request for School Year		
Birth Date:/	Grade:			IEP	yesno
Parents or Guardians:					
Address:	City:			State: _	Zip:
Home Phone:	Work Phone:		_ Cell Phon	e:	
Resident/Home School:	School Placement Requested:				
Reason for Transfer Request:					
NOTE: This is an application only. transfers will be notified by April 3.					
transfers will be notified by riprin	CONDITIONS O			ek prior to the	o mot day of classes.
<ul> <li>Transportation and supervision of the student to and from school is the responsibility of the parent.</li> </ul>					
<ul> <li>Transfer valid for one year</li> </ul>	or balance of school year in w	nich transfer is 1	made.		
<ul> <li>Satisfactory attendance, be</li> </ul>	havior, and academic progress	are expected.			
I the undersigned request a special t	ransfer. I have read and agree	with the condition	ons of the t	ransfer.	
Parent Signature					
	FOR OFFICIAL	USE ONLY			
RESIDENT/HOME SCHOOL			□ Curi	ently enroll	ed as transfer student
Date Application Received:/_				ircle)	
Student is released to attend the abo					
Principal/Designee Signature				Date	
RECEIVING SCHOOL	/ TD:	4.34 D.	f. (D)		
Date Application Received:/_	/Time:	A.M. or P.N	A. (Please o	Doto:	
Principal/Designee Signature:				Date:	
□Pending	□Approved		□ Not Approved		
WHEN APPROVED COPIES WILL BE GIVEN TO THE FOLLOWING:					
☐ Resident/Home School	☐ Receiving School		] Parent		☐ Student Services

You will be notified by telephone or mail regarding the status of the enrollment request. If the enrollment request is approved the parent must provide their own transportation for the student.

All enrollments from outside the school or district attendance boundaries regardless of the reason are subject to space and program availability throughout the school year. Not all programs and services are offered and/or available at every school. Parents or guardians are encouraged to contact a prospective school regarding available programs and services prior to requesting enrollment.

Questions regarding athletic eligibility can be addressed to the Athletic Department at 896-5870.



- 1. Fill out all demographic information.
- 2. Submit the application to the resident/home school for principal signature unless the student is already enrolled as a transfer student. The form should then be turned into the receiving school they are attending.
- 3. Application will be sent to the receiving school for review and consideration.
- 4. Current students will be notified by April 30 by telephone or mail regarding the status of the enrollment request. New applicants will be notified no later than one week prior to the first day of classes.
- 5. Application will be pending if you are placed on a waiting list.

Read policy 302-1 for Attendance by Non-Residents. You can find this information on our website at www.rrps.net

We have highlighted some areas of the policy below, but again read through the policy in its entirety so you have complete and detailed information.

- 1. Admission into the public schools, of the Rio Rancho Public Schools, of children who do not live within the district is purely a privilege, not a right and shall not be construed as creating a "property right" to continued attendance for any period.
- 3. Admission of students not resident within the school district shall not be on a first-come, first-served basis.
- 6. Admission of non-resident students shall be made for periods of one school year at a time. Admission of a student for a particular school year or remainder there of creates no expectation that the student will be permitted to continue in the school district for a succeeding school year or that he or she has any priority over other non-resident applicants seeking admission in future years.
- 9. Once admitted to the school district, a student shall be subject to all the rights and responsibilities of resident students except as modified by this policy or the terms of the contract executed pursuant to this policy. Specifically, a student's enrollment in the school district may be terminated by the superintendent at any time and for any reason including, but not limited to, unanticipated demands on the school district's resources by students who are resident in the district, a determination that the non-resident student is placing disproportionate demands on the resources of the school district, a determination that the non-resident student is not significantly benefiting from attendance in the school district, or any other reason.
- 10. In cases where enrollment is terminated during the school year for disciplinary reasons, the school district's long-term suspension or expulsion procedures shall be followed. Where enrollment is terminated during the school year for any other reason, the student and his or her parents may request a hearing with the superintendent at which the reason for the school district's decision will be explained and an informal "give and take" will be allowed. In cases where the enrollment is terminated at the end of a school year, no hearing is required.



## Rio Rancho Public Schools 500 Laser Rd. Rio Rancho, NM 87124



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