



Rio Rancho Public Schools

500 Laser Rd.
Rio Rancho, NM 87124

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 _____yes _____no

Parents or Guardians: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Resident/Home School: _____ School Placement Requested: _____

Reason for Transfer Request: _____

NOTE: This is an application only. Approval of this request depends on space availability at the receiving school. **Returning transfers** will be notified by **April 30**. **New applicants** will be notified no later than one week prior to the first day of classes.

CONDITIONS OF TRANSFER

- Transportation and supervision of the student to and from school is the responsibility of the parent.
- Transfer valid for one year or balance of school year in which transfer is made.
- Satisfactory attendance, behavior, and academic progress are expected.

I the undersigned request a special transfer. I have read and agree with the conditions of the transfer.

Parent Signature _____

FOR OFFICIAL USE ONLY

RESIDENT/HOME SCHOOL

Currently enrolled as transfer student

Date Application Received: ____/____/____ Time: _____ A.M. or P.M. (Please circle)

Student is released to attend the above named school: _____

Principal/Designee Signature _____ Date _____

RECEIVING SCHOOL

Date Application Received: ____/____/____ Time: _____ A.M. or P.M. (Please circle)

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.

Procedures for Filling out Transfer Form



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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.



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