



# Rio Rancho Public Schools

500 Laser Road NE  
Rio Rancho, NM 87124

District Office – (505) 896-0667  
Fax – (505)994-9723

*This space for D.O.  
intake stamp only*

## STUDENT TRANSFER APPLICATION

(In-District and Out-of-District Attendance Boundaries)

**Returning Student Transfer**

*This form must be completed annually*

# \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ School Level:  ES  MS  HS **8<sup>th</sup> grade or HS Student**---Participate in Athletics? \_\_\_ Yes \_\_\_ No  
\*\*See Note Below

Student name: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ **IEP:** Yes\_\_\_ (Gifted \_\_\_ Other \_\_\_)

Request for School Year \_\_\_\_\_ Grade for year requested: \_\_\_\_\_

Parents or Guardians: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Resident/Home School: \_\_\_\_\_ School Placement Request: \_\_\_\_\_

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** \_\_\_\_\_ **Email Address** \_\_\_\_\_

*FOR RRPS OFFICIAL USE ONLY*  In District  Out of District

**DISTRICT APPROVAL**

Date Application Reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ A.M. or P.M. (Please circle)

District Designee Signature: \_\_\_\_\_ Notified by:  Phone  Email  Mail \_\_\_\_/\_\_\_\_/\_\_\_\_

**Approved**  **Not Approved**  **Wait** Initials \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

WHEN APPROVED, COPIES WILL BE GIVEN TO: Resident/Home School, Receiving School, Parent and Student Services

You will be notified by **phone or email** 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 896-0667 x51207  
NMAA Rules for Transfer Students Apply**

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## Procedures for Filling out Transfer Form

1. Fill out all demographic information.
2. Submit the application to the District Office, Student Services Department for processing.  
**Note: Out-of-district** transfer applications **must** include **all** three of the following documents: (additional information regarding the transfer, in the form of a letter from parent and/or student, may be requested upon review of the transfer application)
  - ✓ Student's last year's **Grades** and/or transcript
  - ✓ Student's last year's **Attendance** record
  - ✓ Student's last year's **Discipline** record (if no discipline issue is on file, we will accept a letter on school letterhead signed by principal or registrar from last school attended.)
3. **New** student transfer applications are based on current enrollment numbers of the requested school and applications for the subsequent year will be taken beginning May 1<sup>st</sup>.
4. **Returning** student applications are based on recommendation of the principal and will be need to be submitted **by April 1<sup>st</sup>** for processing for the following year.
5. Returning students will be notified by April 30<sup>th</sup> by mail or email regarding the status of the enrollment request. New applicants will be notified no later than one week prior to the first day of classes.
6. If approved, an official letter will be sent stating the approval; however, pending applications will be placed on a waiting list.

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**Read policy #302 for Attendance by Non-Residents.**  
**You can find this information on our website at [www.rrps.net](http://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.**

- 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” continued attendance for any period.
- Admission of non-resident students shall be made for periods of one year at a time. Admission of a student for a particular school year or remainder thereof 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.
- 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 is not significantly benefitting from attendance in the school district or any other reason.
- In cases where enrollment is terminated during the school year for disciplinary reasons, the school district's long-term suspension or expulsion procedures should be followed. Where enrollment is terminated during the school year for any other reason, the student and his or her parent/guardian may request an appeal, 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 school year, no hearing is required.