



Instructions: Parent/guardian complete Part 1 of this form for each child and return the form to Assistant Superintendent, Los Alamos Public Schools, 2075 Trinity Drive, Los Alamos, NM 87544. Open Enrollment applications will be accepted from March 6 to May 5<sup>th</sup>, 2017. Open Enrollment applications submitted after the deadline, the 1<sup>st</sup> Friday in May, will be accepted, date and time stamped, and placed on a waiting list for the current school year. Students will be accepted according to the priorities established in School Board Policy and Regulation 5118. Information on the application must be current as of the first day of the school year for which the student has applied. If there is a change in your information, an amended application must be submitted. Your original submission date will continue to be used for priority purposes for the current school year. You will receive a phone call or email **only** when there is space available for your child. If there is not space for your child at the beginning of the school year, your child will be kept on the waiting list for the current school year.

**Part 1** (Please Print or Type)  Elementary  Middle  High

Student: \_\_\_\_\_ School District of Residence: \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Last First MI Gender  Male  Female 2016-2017 School District/Grade \_\_\_\_\_

**2017-2018 Grade** \_\_\_\_\_ Requested School \_\_\_\_\_  
(You may enter ANY if you want to request first available school)

Has this student been enrolled in Los Alamos Schools in previous years?  Yes Total # Years \_\_\_\_\_  No

Does your student have any special needs that have previously been addressed through an IFSP (Individual Family Service Plan), IEP (Individual Education Plan), 504 Plan or Private School Service Plan?  Yes  No

If yes, please attach last evaluation and relevant plan developed for the student to address these needs.

Has your student been expelled or placed on a long-term suspension within the last 12 months?  Yes  No

If yes, attach disciplinary letter.

Does this student have other siblings currently attending Los Alamos schools?  Yes  No

Name(s) \_\_\_\_\_ School(s) \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Preferred method of contact:  Phone: \_\_\_\_\_  Text - Carrier \_\_\_\_\_  Email

Employer: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Residence Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

I have read the School Board Policy and Regulation 5118 and understand that Open Enrollment students will be enrolled on a space-available basis and may be disenrolled if an increase in students residing in the schools attendance area results in class size in excess of the state established limits. LAPS will not incur the expense of hiring additional teaching staff in order to accommodate Open Enrollment students. It is agreed that if the student listed above fails to comply with district policies and regulations, the student may be disenrolled. **Any fraudulent information on this application or fraudulent information provided to Los Alamos Public Schools may result in disenrollment.**

Signature, Custodial Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Part 2 - PRIORITY RANKING** For School Use Only

Priority 1  Priority 2  Priority 3  Priority 4  A  B  C Date Received \_\_\_\_\_ Time \_\_\_\_\_

**Part 3 - LAPS APPROVAL** For School Use Only

Sufficient resources and facilities at the receiving school to accommodate this request  Yes  No

Signature - Coordinator of Student Services \_\_\_\_\_ Date \_\_\_\_\_

**Part 4 FINAL LAPS APPROVAL** For School Use Only

Approved  Placed on Waiting List  Denied -- If denied, state reason: \_\_\_\_\_

Signature - Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Date Parent Notified \_\_\_\_\_ School Placed \_\_\_\_\_ Notified By \_\_\_\_\_  Phone  Email

Accepted  Declined Reason \_\_\_\_\_  Placed on School Waiting List \_\_\_\_\_