



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 5th to May 4th, 2018. Open Enrollment applications submitted after the deadline, the 1st 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 2017-2018 School District/Grade _____

2018-2019 Grade _____ School Preference _____

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, the most current copy of the student's last evaluation and relevant plan to address these needs will be requested prior to determining placement for consideration of enrollment.

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 _____