



School Transfers

Information about how to submit a transfer request in order to switch schools.

The first window for transfer applications from 15-29 May. A subsequent transfer window may open if spaces are still available.

Applying For a Transfer

- Students who currently have an approved transfer WILL need to reapply during the open transfer window.
- Students who are transitioning from elementary to middle school DO need to apply for a transfer if they want to attend a school outside their assigned area.
- Applications need to be turned into the principal of the school the student is wanting to transfer into

Enrollment Priorities

In-state students shall be enrolled or re-enrolled in each district school according to the following priorities:

Priority 1: persons residing within the attendance area of the school; and students who had resided in the attendance area prior to a parent who is an active duty member of the armed forces of the United States or a member of the national guard being deployed and whose deployment has required the student to relocate outside the attendance for custodial care;

Priority 2: students enrolled in a school ranked as a school, the needs improvement or a school subject to corrective action;

Priority 3: students who have previously attended the school or students of employees working at the school;

Priority 4: other enrollment preferences, include:

- siblings of students already attending the school, will be placed into the requested school when possible;
- if space is still available placement will be granted to students who have at least one parent on active military duty (U.S. or Foreign);
- parents who have a specific reason such as child care needs;

Priority 5: transfer requests with no reason specified.

Students Who Move During the School Year

Students who move during the school year may finish the semester at the school in their old neighborhood (if space is available). They will also have first priority to attend the designated school for their new address. *If you request a transfer to stay in the school at the student's old address, you will be given priority in processing their transfer request.*

How Transfers Work

We can approve transfers only if a school has space and program availability for new students. If more people request spaces than are available, we will use a lottery-style random drawing to approve transfers and assign spaces at each particular school.

- Transfers are not approved on a first-come, first-served basis. The random selection process we use is in compliance with state and federal regulations.
- The process also factors in student needs (See Transfer Priorities below.)

Who Can Request a Transfer

Transfer requests can be submitted by a parent or legal guardian. A separate application form must be completed for each child.

How are transfers granted:

- **One transfer per year:** Students will only be approved for one transfer per year.
- **Apply early:** Those who apply between May 15 and May 29 will be included in the first random drawing for schools. The first drawing occurs before the end of the school year.
- **Additional random drawings:** After the first drawing, we will hold additional random drawings later in the year as space becomes available at schools.

Transferring Multiple Students

If you are transferring multiple students, a separate application form must be submitted for each student requesting a transfer to different schools. Please note that there is no guarantee that space will be available at the same school for all students when multiple schools are requested for multiple students.

If you are submitting requests for multiple students with the hope of placing them at the same school, list a single school on the Transfer Request Form to avoid having them placed in separate locations.

Approved Transfers

Notification of approval:

You will receive notice by e-mail that your transfer has been approved or of waiting list status. Parents may contact individual school to verify the transfer status if notification has not been received by 30 June or if you do not have an e-mail address.

Families receiving approved transfers will have **five (5) business** days to accept or decline the approved transfer. If a family declines the approved transfer or doesn't respond the request will be deleted and a new request will need to be completed.

School registration process:

Remember, students should attend their neighborhood school until their transfer request is approved. As soon as you receive a transfer approval, please contact your new school to find out when the student can complete the registration process.

The registration process for approved transfers varies depending on when you receive the approval notification:

- **Before Summer:** Contact your new school to see if they want you to pre-register for the Fall semester.
- **During Summer:** Try contacting the school and be sure to process your paperwork by the time of Fall registration. Note that you might not be able to reach anyone during summer break.
- **During the School Year:** Contact your new school as soon as you receive the transfer approval. Watch out! If you wait too long to contact the school, you may lose your spot.

Waiting lists:

If a transfer request cannot be approved for any of the requested schools, the student's name will automatically be placed on a waiting list for that school year.

- If space becomes available at a school, students on the waiting list will get transferred first.
- If a transfer request is approved for any of the requested schools, all remaining requests will be withdrawn and the student's name will be removed from all waiting lists. If you only want your child to be considered for one particular school, please list that school in the 1st choice field and leave the other fields blank.

Waiting lists do not carry over from one year to the next. You must complete a new application each year, even if it's the same request as last year. Contact the individual school to get information about school enrollment space and program availability.

Transportation:

Students transferring to a school outside their neighborhood school will not be able to ride an APS bus to school.

Parents of students transferring to a school outside of their zone are responsible for transportation of their students.

Transfers Priorities

1. Students living within the established attendance boundaries for a school.

2. Students who are enrolled at a school which has received an “F” rating for at least the two years in the last four years and are applying to attend a school with a higher rating, will have second priority when requesting a transfer. To determine the classification of your designated or transfer school, visit the New Mexico website. Navigate to School Data, then to School Grading. Select the Alamogordo Public Schools, locate your school on the list, and follow the prompts.
3. Students who have previously attended the school or students of employees working at the school.
4. Other enrollment preferences, including:
 - Students with siblings already attending the school requested and who will be attending simultaneously for the upcoming school year. Those students will be placed into the requested school when possible.
 - If space is still available placement will be granted to students who: have other siblings requesting the same school but none are currently attending the requested school or have at least one parent on active military duty (U.S. or Foreign).
 - Those placements are followed by students who have a specific reason such as child care needs, and other reasons.
5. Transfer requests with no reason specified.