

Board of Education

Las Cruces Public Schools

Policy JFB

Related Entries: JFB-R, JFA, JFA-R, JFAB, JFAB-R

Responsible Office: Deputy Superintendent for Teaching & Learning

STUDENT TRANSFERS

I. PURPOSE

The purpose of policy JFB is to maintain balanced enrollment across all schools while providing flexibility for students to choose a school that best meets their needs, in accordance with state and federal laws.

II. BACKGROUND

The Board of Education affirms that all schools within the district are capable of meeting the educational needs of students. Furthermore, the Board supports transfer policies that offer students and their family's meaningful choices to address educational needs, while ensuring balanced enrollment across all schools. To achieve this balance, transfers will be prioritized and may be restricted as necessary.

III. DEFINITIONS

1. "NMAA" means the New Mexico Activities Association.
2. "Open enrollment" means an option to attend a school outside of the student's home attendance zone as determined by school boundaries.

IV. POSITION

- A. The LCPS Superintendent of Schools will establish regulation to enforce an open enrollment policy that complies fully with state law (§22-1-4 NMSA 1978), including adherence to class size requirements. The regulation will include provisions to ensure balanced enrollment by limiting student transfers to no more than 15% of the district's total enrollment. This 15% limit applies to both incoming and outgoing transfers for each school. Additionally, no individual school will exceed a transfer rate of 15% of its total enrollment. These percentages may be adjusted at the discretion of the Superintendent.
- B. Students are required to attend the school within their designated residential boundaries unless they have received approval for a transfer. Transfer requests must be submitted using the appropriate district form to the Teaching and Learning Division during the specified transfer period. All transfer requests will be reviewed centrally, and the decision to approve or deny the transfer will be communicated by LCPS Administration.

- C. Transfers may also be requested during other times during the school year for documented extenuating circumstances.
- D. Acceptance shall be based on the priorities as listed in state statute and by the Las Cruces Public Schools. Those priorities are as follows:
 - 1. first, students residing within the school district, or who will be residing within the school district if the student is a child in a military family who will be attending public school in the school district during the upcoming school year, and within the attendance area of a public 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 member of the national guard being deployed and whose deployment has required the student to relocate outside the attendance area for custodial care;
 - 2. second, students who previously attended the public school or are the children of a military family living in temporary housing and are assigned, awaiting placement or pending a move to permanent housing in a different attendance area where the students' family seeks enrollment of the students in either their current school attendance area or the school attendance area of the permanent housing; and
 - 3. third, all other applicants, in the following order;
 - a. children of employees employed at the requested school
 - b. documented extreme hardships that adversely affect the safety, well-being, academic performance, or social-emotional development
 - c. siblings of a student already attending the requested school
 - d. after-school care
 - e. childcare for siblings
- E. In grades K-4, 6 and 7, transfers must be renewed annually and are not automatically guaranteed for subsequent years. The transfer may be revoked or not approved for renewal if space or class size requirements change or if the school is at enrollment capacity. Student attendance may also be considered in the approval process.
- F. Transportation of transfer students shall be the responsibility of the parent/guardian or student.
- G. Once accepted, transfer students shall be entitled to the same due process rights as all other students (*Policy JJ: Student Rights and Responsibilities*).

V. NMAA GUIDELINES

Students who are granted a transfer are subject to all NMAA rules, regulations, and guidelines. Eligibility for participation in NMAA sanctioned activities may be impacted by transfer status.

VI. REVIEW

This policy shall be reviewed in accordance with the Board of Education policy review process.



January 20, 2026

BOARD OF EDUCATION, VICE PRESIDENT

DATE OF APPROVAL

History: Formerly Policy 303; revised 10.04.05; revised 10.13.09; 03.16.2010; revised Dec. 13, 2016; revised 01.21.25; revised 01.20.26

Legal Ref: 22-1-4 and 22-12-5, NMSA 1978; 20 USC 6319 2008