

INSTRUCTIONS: The parent/guardian of the eligible student is to complete the request and then submit the form **during the first two weeks of February**. *Policy JFB – Open Enrollment. Regulation JFB-R*

Students who meet priority enrollment criteria may attend a high school other than the School of Residence. Enrollment priority is based on these criteria [*§22-1-4 NMSA, 1978; LCPS Policy JFB and Regulation JFB-R*]:

1. Student lives in the attendance zone.
2. Student previously attended the school.
3. All others. Special consideration will be given to:
 - a. Students whose parents are **active military** members
 - b. Students whose **siblings will attend the school the next academic year** or **parents work at the school**
 - c. **Extreme hardship** or student safety issues will be considered. **Documentation required.**

If your child meets priority criteria, you may submit a *Change of School Assignment (JFB-E912)* form during the LCPS open enrollment window. The window opens on **Tuesday, February 1 at 8:00 a.m. and ends Tuesday, February 15, 2022 at 5 p.m.** **Late forms will not be considered.**

You may access the Change of School Assignment request using this link:

<https://www.surveymonkey.com/r/HStransfer>

or scan the QR Code to access:



Change of school assignment is based on **school capacity** and **THERE IS NO GUARANTEE OF APPROVAL.**

