



# **ROSWELL HIGH SCHOOL**

*500 West Hobbs*

*Roswell, New Mexico 88203*

*Tel: (575) 637-3200 • Fax: (575) 637-3268*

Parent or Legal Guardian,

The administration of Roswell High School feels that it is important to examine the character and school performance of any student applying to Roswell High School for a Zone Exemption. Along with the completed "Request for Zone Exemption" form we are requiring parents or legal guardians of students to attach the following:

1. Letter of Reference from the Principal of school the student is currently enrolled in;
2. Letter of Reference from a teacher at the school the student is currently enrolled in;
3. Letter of Reference from a person of choice;
4. Discipline records from school student is currently enrolled in;
5. Attendance records from school student is currently enrolled in; and
6. Transcripts

We appreciate your interest in Roswell High School. The committee will review all applicants and you will be notified as to the decision.

Respectfully,

A handwritten signature in cursive script that reads 'Ruben Bolaños'.

Ruben Bolaños  
Principal

# Roswell Independent School District

## REQUEST FOR ZONE EXEMPTION

\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

A zone exemption is requested by \_\_\_\_\_  
Last Name First Name Middle Initial

to transfer from \_\_\_\_\_ to \_\_\_\_\_

for school year \_\_\_\_\_ Grade Level \_\_\_\_\_

The student's residence is \_\_\_\_\_ Phone \_\_\_\_\_

Name of parent or legal guardian \_\_\_\_\_

Students who reside within the Roswell Independent School District boundaries will have first priority to enroll at the school designated by the Board to serve the attendance area within which the student resides. Families of all students enrolled outside their local school attendance boundaries **must provide their own transportation** to school unless the enrollment is a transfer that requires that the district provide transportation.

**Priorities and Standards for Zone Exemption:**

Continued enrollment at a school under a Zone Exemption Request is subject to student progress, attendance, truancies, behaviors and principal discretion. If a Zone Exemption Request is revoked, the student must return to the school of the student's residence defined attendance area.

1. The district has defined the school district boundary and the boundaries of attendance areas for each public school, as set forth in NMSA Section 22.1.4.
2. The district will accept enrollments for students outside school attendance boundaries to any school in the district subject to class size limitation, which shall be established each year by the Superintendent, according to the following priorities:
  - a. Priority 1. students residing within the defined attendance area and students qualifying for transfer through the "No Child Left Behind;" i.e. student enrolled in a school ranked as a school that needs improvement or a school subject to corrective action;
  - b. Priority 2. students who were previously attending at the requested school; and
  - d. Priority 3. all other requests.
3. Enrollment of students within priorities 2 and 3 may also be subject to the following preferences:
  - a. children of employees employed at the public school;
  - b. after school child care for student;
  - c. child care for siblings of students attending the public schools;
  - d. extreme hardship;
  - e. location of a student's previous school;
  - f. siblings of students already attending the public school; and
  - g. student safety.
4. Enrollment requests will be approved in the order of priorities established under paragraph 2 and to class size limitations. If the number of enrollment requests for priority 3 students exceeds available capacity based on established class size, students requesting enrollment will be entered on a waiting list. Those highest on the waiting list in the highest priority group shall be admitted as space becomes available.
5. If enrollment of a student will cause the maximum class size to be exceeded, students will be displaced beginning with the last student enrolled according to the lowest priority, #3, and preference. Priority 1 students may not be disenrolled.
6. Students who have moved to a different school zone after the first nine-week period of the school year may continue to attend that school for the remainder of the present school year, except when classroom size exceeds the mandated number according to state standards.
7. New Mexico Activities Association Policies concerning transfer students apply to students requesting zone exemptions.

I have read and understand the conditions set forth above.

		_____ Parent or Legal Guardian Signature
Transfer Approved	<input type="checkbox"/>	_____ Receiving Principal
Transfer Not Approved	<input type="checkbox"/>	_____ Receiving Principal
NMAA Eligibility Approved	<input type="checkbox"/>	_____ Receiving Principal
NMAA Eligibility Not Approved	<input type="checkbox"/>	_____ Receiving Principal

**This Zone Exemption is valid for this Campus only.**

**Routing:** Receiving school retains the original copy, a copy to the school in the zone in which child resides, a copy to the parent and a copy to the instructional office.