

La Academia Dolores Huerta Charter Middle School

La Academia Dolores Huerta (LADH), a New Mexico public charter school, provides all 6th-8th grade students the opportunity to receive a free education, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs.

Students are admitted on a first come first served basis. When the number of interested students exceeds the number of seats available, the student lottery selection process will be used. The new student lottery is held after the deadline for return of Intent to Return Forms and the sibling lottery has been completed.

(1.) LADH will enroll students in compliance with state standards.

(2.) Registration Requirements:

- a.) For incoming 6th graders: Parent/guardian must bring in a current copy of the student's immunization record; a copy of the student's last/most recent report card; birth certificate and/or passport as proof of age; and proof of New Mexico residency (i.e. utility bill; mortgage/lease agreement; rent payment receipt; bank statement; and/or real ID NM driver's license).
- b.) For returning students: Parent/guardian must bring in a current copy of the student's immunization record and proof of New Mexico residency (i.e. utility bill; mortgage/lease agreement; rent payment receipt; bank statement; and/or real ID NM driver's license).
- c.) For transfer students: Parent/guardian must bring in a current copy of the student's immunization record; a copy of the student's last/most recent report card; withdrawal form/documentation from previous school; birth certificate and/or passport as proof of age; and proof of New Mexico residency (i.e. utility bill; mortgage/lease agreement; rent payment receipt; bank statement; and/or real ID New Mexico driver's license).

Copies of the student's immunization record, last/most recent report card, and withdrawal form/documentation from previous school will be maintained by LADH in the student's cumulative file. The student's birth certificate and provided proof of New Mexico residency will be used to complete the Age and New Mexico Residency Verification Form and returned to the parent/guardian. The Age and New Mexico Residency Verification Form will be maintained by LADH in the student's cumulative file.

(3.) Intent to Return Forms: Families with students currently attending LADH who wish to continue their child's education at LADH must inform LADH by completing and submitting the Intent to Return Form. Family letters which include the Intent to Return Form will be distributed no less than 30-days prior to the new student lottery. Intent to Return Forms must be returned to LADH by the specified deadline. All current students, who return their Intent to Return Form by the deadline, will be assigned a space in the next/appropriate grade for the new school year. If the Intent to Return Form is not returned by the deadline, the student may lose his/her seat.

(4.) Priority for LADH student siblings: Each sibling(s) of a currently enrolled student who wishes to attend LADH for the next school year must complete an enrollment application form by the date specified by the Head Administrator. Siblings will be enrolled for the next school year in his/her appropriate grade if space is available after all currently enrolled students have been placed. If the number of interested siblings is greater than the number of slots available in a

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grade, a “sibling lottery” will be completed. If an applicant is drawn for a grade with an opening, that individual will fill the opening. If the number of sibling applicants exceeds the number of available slots at that grade level, applicants will be placed on a wait list in the order their names were drawn in the lottery.

(5.) New student lottery: LADH will hold its annual student lottery for new students after the due date for Intent To Return Forms has passed and the sibling lottery has occurred. The new student lottery will take place the first week of March, following the application deadline for prospective students. If an applicant is drawn for a grade with an opening, that individual will fill the opening. If the number of prospective student applicants exceeds the number of available slots at that grade level, applicants will be placed on the wait list after any sibling applicants who were wait listed in the sibling lottery and in the order their numbers were drawn.

(6.) Any applications submitted following the deadline will be placed in classroom positions on the wait list, in the order of the receipt of their application. Parents will be notified if a space is available for their child for the next school year. Parent/guardian must complete all registration requirements within two weeks of the drawing to maintain their student’s seat. Failure to complete registration requirements will result in withdrawing that student’s name for enrollment and the seat will be assigned to the next student on the waiting list.

(7.) For students/siblings on the waiting list, once a vacancy opens, the family will be notified. If the parent/guardian does not enroll the student/sibling within 3-days of notice of the vacancy, the slot will be offered to the next applicant and the first applicant’s name will be removed from the wait list.

(8.) Homeless children/youth: Please refer to LADH Enrollment of Homeless Students Policy.

**La Academia Dolores Huerta Charter Middle
School**

400 W.Bell St. Las Cruces, NM 88005
Phone: 575-526-2984 Fax: 575-523-5407

Intent to Return Form

This form is very important and must be returned by:

We love having your child as a student here at LADH, and we hope you will choose for your child to return for the 20__ - 20__ school year! To help us plan for next year and because we have a limited number of spots available to students, we are asking you to confirm your child will be returning to LADH for the 20__ - 20__ school year. If we do not receive a completed Intent to Return Form, your child's spot will be given to someone in the lottery. Please check the response for your child's enrollment next year, complete the requested information, and return to the office no later than _____, 201__ at 3:00 pm.

☐ YES: my child is returning to LADH for the 20__-20__ school year. I understand that my child must be present within the first five days of the 20__-20__ school year or he/she will lose placement at LADH.

☐ NO: my child is not returning to LADH for the 20__-20__ school year.

Name of New School: _____

Reason(s) for Leaving LADH: ☐ Relocating out of Las Cruces ☐ Transportation ☐ Other (Please be Specific): _____

Student's Name

Current Grade

Parent/Guardian's Name (Please print clearly)

Parent/Guardian's Signature

Date

Custodial parents/legal guardians who do not sign and return the Intent to Return Form will be notified only once prior to the school creating official class lists for the 20__-20__ school year. If the school does not have a signed Intent to Return Form on file for your child by _____ at 3:00 p.m., your child will be officially withdrawn from LADH for the 20__-20__ school year. If you have any questions regarding the Intent to Return Form or enrollment, please contact LADH.

Please take a moment to complete this survey for this student's experience this school year at LADH.

Please use these Ratings: 5 for Excellent; 4 for Good; 3 for Average; 2 for Poor; or 1 for Unacceptable

Please provide an overall rating for:	Circle your rating:				
LADH facilities and equipment	5	4	3	2	1
Your child's teachers' commitment and support of your child's learning	5	4	3	2	1
Your child's administrators' commitment and support of your child's and family needs	5	4	3	2	1
The quality and expectations of LADH's academic program	5	4	3	2	1
The ways LADH keeps you informed of your child's academic progress	5	4	3	2	1
LADH's communications with parents (website, calls, flyers, etc.)	5	4	3	2	1
LADH's ability to provide a safe environment for your child	5	4	3	2	1

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Age and New Mexico Residency Verification Form

Student Name: _____

Grade: _____

AGE VERIFICATION

Student's Birthdate:	
Verified using:	<input type="checkbox"/> Birth Certificate City/Sate/Country of birth: _____
	<input type="checkbox"/> Passport Country of Issue: _____
LADH Staff conducting verification:	Name: _____ Signature: _____
Date LADH conducted verification:	

NEW MEXICO RESIDENCY VERIFICATION

Student's Address:	
Documents used to verify NM residency:	<input type="checkbox"/> Utility bill <input type="checkbox"/> Mortgage/Lease Agreement <input type="checkbox"/> Rent Payment Receipt <input type="checkbox"/> Bank Statement <input type="checkbox"/> New Mexico Real ID Driver's License
LADH Staff conducting verification:	Name: _____ Signature: _____
Date LADH conducted verification:	