

La Academia Dolores Huerta Charter Middle School

La Academia Dolores Huerta (LADH) enrolls students in compliance with New Mexico standards. Enrollment at LADH is open to all students who are residents of New Mexico and meet the age requirements for the respective grade levels.

Students admitted to LADH have 14-school days from the date they are notified to accept or decline their admission. Once a student has accepted their offer, they have ten (10) school days to complete their registration. Admitted students who do not register with LADH and submit the required documentation by the eleventh (11th) school day will lose their seat, and their seat will be offered to the next student on the waitlist. Students on the waitlist will have five (5) school days to accept or decline admission and to complete their registration, or they will forfeit their seat and it will be offered to the next student on the waitlist.

Registration Requirements:

(a.) For incoming 6th graders:

Parent/guardian must bring in current copies of the student's:

1. immunization record;
2. last/most recent report card;
3. Individualized Education Plan (IEP) when applicable;
4. birth certificate and/or passport as proof of age; and
5. proof of New Mexico residency (e.g., utility bill; mortgage/lease agreement; rent payment receipt; bank statement; and/or real ID NM driver's license).
6. Proof of legal guardianship/custody agreement when applicable.

(b.) For returning students:

Parent/guardian must bring in current copies of the student's:

1. immunization record and
2. proof of New Mexico residency (e.g., utility bill; mortgage/lease agreement; rent payment receipt; bank statement; and/or real ID NM driver's license).
3. Proof of legal guardianship/custody agreement when applicable.

(c.) For transfer students: Parent/guardian must bring in current copies of the student's:

1. immunization record;
2. last/most recent report card;
3. Individualized Education Plan (IEP) when applicable;
4. withdrawal form/documentation from previous school;
5. birth certificate and/or passport as proof of age; and
6. proof of New Mexico residency (e.g., utility bill; mortgage/lease agreement; rent payment receipt; bank statement; and/or real ID New Mexico driver's license).
7. Proof of legal guardianship/custody agreement when applicable.

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

La Academia Dolores Huerta Charter Middle School

parent/guardian. The Age and New Mexico Residency Verification Form will be maintained by LADH in the student’s cumulative file.

Enrollment Preference:

The following applicants will be given enrollment preference in the lottery admission process (per State law 22-8B-4.1 NMSA (1978)):

- (a.) LADH returning students: Current LADH students who have remained in attendance do not have to participate in the lottery admission process. A spot at LADH for the next academic year will be held for those returning students whose parents/guardians have timely completed and submitted the Intent to Return form. The open dates to complete the Intent to Return forms are January 1-31 of each academic year. Parents/guardians of students initially enrolled at LADH after the January period for Return of Intent to return forms will be given the opportunity to complete an Intent to Return form within 30 days of initial enrollment, to secure their student’s spot at the school the following year.
- (b.) Children of employees employed by LADH; and
- (c.) Siblings of LADH students already admitted to or attending LADH. Each sibling(s) of a currently enrolled student who wishes to attend LADH for the next school year must complete an application for admission form during the lottery admission period. 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 sibling applicants exceeds the number of available slots at that grade level, applicants will be placed on a waitlist in the order their applications were received.

NOTE: Enrollment preference applies only to initial enrollment at LADH. Students who are withdrawn and want to return to LADH must participate in the lottery admission process.

For enrollment of unhoused children, please refer to the LADH Enrollment of Unhoused Students Policy.

POLICY: ENROLLMENT/REGISTRATION

La Academia Dolores Huerta Charter Middle School

Intent to Return Form

To help us plan for next year and because we have a limited number of seats available in each grade level, we are asking for confirmation that your child will be returning to LADH for the 20__ – 20__ school year. If we do not receive a completed Intent to Return Form, by January 31st, your child loses their guaranteed spot and will have to participate in the lottery admission process. Please check the response for your child’s enrollment next year, complete the requested information, and return to the office no later than January 3rd by 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

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

La Academia Dolores Huerta Charter Middle School

Age and New Mexico Residency Verification Form

Student Name: _____

Grade: _____

AGE VERIFICATION

Student's Birthdate:	
Verified using:	<input type="checkbox"/> Birth Certificate City/State/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:	