

## OUT-OF-ZONE REQUEST PROCEDURES: (2015-2016 School Year)

Please read instructions prior to completing a request for transfer.

- **April 6<sup>th</sup>** is the first day to complete Out-of Zone Requests. This will take place On-Line, beginning at 7:30 a.m. at [www.hobbsschools.net](http://www.hobbsschools.net) If you do not own a computer, you may go to the school that your student presently attends and use a computer, the public library, or other computer in which to complete your request. All requests will be dated and time-stamped in the order received. All requests **MUST BE** submitted on-line.
- Requests will be accepted from **April 6, 2015**, thru **August 7, 2015**, for the first semester. Contact Terry Lopez, Administrative Assistant, at 575-433-0100 with any questions.
- Requests will be accepted **December 14, 2015**, thru **January 01, 2016**, for the second semester.
- Only **renewals** received by **April 24, 2015**, will receive notification of approval/denial by **May 22, 2015**, by direct mail (unless otherwise noted).
- **Any other requests** (new requests and renewals - that did not meet deadline), will receive notification of approval/denial by **August 7, 2015**, by direct mail (unless otherwise noted).
- Requests will be processed in the order in which they are received.
- All Approved Requests will be sent to the school locations for completion.
- Parents/Guardians will receive notification of approval/denial by direct mail (unless otherwise noted). They will then go to the approved school location with their two (2) proofs of residence (not older than 30 days), to complete the Out-of-Zone Approval.
- Principal/Secretary **WILL ATTACH** copies of the proof of residence (received by parent/guardian) to Out-of-Zone Approval for the school site.
- If denied due to enrollment numbers, student(s) will be placed on a waiting list in accordance with NMSA Section 22.1.4, and student(s) will then enroll in the home school in which they reside. Parents will receive, by direct mail (unless otherwise noted), a copy of the Out-of-Zone Request, showing the denial and reasons for denial.
- If denied due to absenteeism, tardies, behavior and/or discipline problems, the student must enroll in the home school in which they reside.
- All requests must be completed in full prior to submission. If all information is not completed, you will not be able to submit your request. The contract portion must be checked, as an understanding of the Request being submitted by a parent and/or guardian.

All school locations will use the lists approved below for residency purposes. Two (2) proofs of residence must be provided for an Out-of-Zone. One or both may come from **List A**. The second proof may come from **List B**. Proofs must have the individual and/or spouse's name on bill/receipt.

### **List A (Choose 1 or 2 proofs)**

*Gas Bill*  
*Electric Bill*  
*Water Bill*  
*Cable Bill*  
*Waste Management Bill*  
*Rent Receipt*  
*Mortgage*  
*Property Tax Bill*  
*Lease Agreement*  
*Voter Registration Card*  
*Landline Phone Bill (not cell phone)*  
*Propane Bill*  
*House Closing Documents*

### **List B (Choose 1 proof)**

*Cell Phone Bill*  
*Bank Statement*  
*Medicaid Letter*  
*Doctor Bill/Dental Bill/Hospital Bill*  
*Pay Stub*  
*Car Insurance/Registration*  
*Car Payment*  
*Credit Card Statement*  
*Court Documents*  
*Tax Forms*  
*Child Support Letters/Checks*  
*NM Driver's License (Must match current address)*

**(Lease Agreement/Rent Receipt – may count as two, IF....utilities are included. Both must show that utilities are included).**

**(Rent Receipt must contain: Date, Name of Renter, Address, Amount Paid, if Utilities are included and signed by the Landlord).**

**\*\*\*ANY FALSIFICATION OF INFORMATION RECEIVED MAY RESULT IN DENIAL OF YOUR REQUEST\*\*\***