



STANDARD POLICIES AND PROCEDURES

POLICY NAME MILITARY FAMILY ENROLLMENT	Section: A Policy Number: 5 Effective Date: 4/22/2022 Review Date:
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PURPOSE

22-1-4. Free public schools; exceptions; withdrawing and enrolling; open enrollment.

LADE shall allow military families that will be relocating to a military installation in New Mexico pursuant to an official military order to enroll their children in public school prior to their actual physical presence in the school district. A parent may submit the student's name for any lottery-selected charter school, magnet school or other public school program for which the student qualifies. LADE shall accept electronic applications for enrollment, including enrollment in a specific school or program with the school district or charter school. The LADE shall provide the applicant with materials regarding academic courses, electives, sports and other relevant information regarding the school. LADE shall preregister the student in anticipation of the student's enrollment.

PROCEDURE

A student's parent:

- (1) shall provide proof of residence in the school district within forty-five days after the published arrival date provided on official military documentation; and
- (2) may use any of the following addresses related to the family's military move:
 - (a) a temporary on-base billeting facility;
 - (b) off-base military housing; or
 - (c) a purchased or leased residence.