



CENTRAL CONSOLIDATED SCHOOL DISTRICT

District Administration Complex
P.O. Box 1199, Shiprock, NM 87420
US Hwy 64 Old High School Rd
Administration • 505-368-4984 • Fax 505-368-5232

A Community of Learners Dedicated to Building Lives

Procedures for Out-of-Boundary Waivers

On the district website, we will put information about the waiver process under “Registration” to inform our community. The district will remind families again about the waiver process during registration.

School Procedures

Step 1: Identify all Out-of-Boundary students and contact parents about waiver procedures.

Step 2: Set up Waiting list with date and time (first come first served).

Step 3: Send out Waiver forms. Upon submission, stamp them with date and time received.

Step 4: Principal will review FTE, attendance, excessive tardies, discipline issues, false information, etc... Principal will either approve or reject the waiver request.

Step 6: Principal will send all waivers to Gailene Nez in data department. *Deadline June 1 for returning students. New “out of boundary”, students will have to wait for principal and district approval before being placed in a class.

Step 7: Waiver committee will make final decision based on principal recommendation.

Step 8: Principal will be notified of final action. School will notify parents of decision.

Step 9: If approved, Principal will place student in class based on available FTE space.

*Returning students who fail to fill out waiver will be treated as new “out of boundary” students.