

All students who meet the State of New Mexico's eligibility requirements for attending a public high school will be allowed to apply for admission to AIMS. The Albuquerque Institute for Mathematics and Science will not discriminate among applicants on the basis age, disability, gender, ethnic or national origin, religion, or academic standing. AIMS is a New Mexico public school that does not charge tuition or have admission requirements.

APPLICATION PROCESS:

1. AIMS will announce the opportunity to apply for enrollment in January and February by advertising on the school's website, in the newspaper as well as through flyers that are distributed through outreach efforts to pueblos, youth development organizations, neighborhood organizations that provide services to youth, and student academic associations. These announcements will be provided in both English and Spanish.
2. Applications for enrollment will be accepted until the end of February of each year and be ongoing thereafter.
3. As the applications for enrollment arrive, the registrar or designee will assign each applicant a number beginning with #1001. A corresponding item with that number will be placed into the Lottery Box.
4. A receipt record of applications will be kept on file at all times at the school.
5. Applications must be received by 5 pm of the application deadline.

LOTTERY PROCESS:

1. A lottery will be advertised to the public in the newspaper and distribution of flyers.
2. A school official such as the School Director, registrar or a designee will draw numbers for the lottery. The corresponding names will be listed in the order that they are drawn. All names will be drawn and listed in the order of the drawing on the appropriate grade level roster. After student openings are filled, all others will be put on a waiting list according to the order of their drawing.
3. Subsequent lotteries will be conducted based upon enrollment needs.
4. Students will be notified of their status via a letter.

REGISTRATION PROCESS:

1. Students will be accepted for registration either through the lottery or on a first-come-first-serve basis if there are more openings than student applications.
2. Students accepted for admission must confirm enrollment in writing by a specified date. This date will be indicated on the written notification of admission sent to each student. Students who do not confirm their enrollment by the date and time indicated in the written notification will be removed from the admission list and placed at the end of the waiting list.

3. Parents or guardians of potential students are responsible for maintaining up-to-date information on the enrollment application, and are responsible for notifying AIMS, in writing, of any changes in address, telephone number, or other contact information. AIMS is not responsible for maintaining contact information with, or continuing a search for, an applicant who cannot be contacted within a reasonable time period and by reasonable effort. If AIMS is unable to contact an applicant to either confirm enrollment or to notify the applicant that he or she is to be moved from the waiting list to the admissions list, then the applicant may be dropped from both lists.
4. Applicants who have been selected by the lottery process and confirmed their enrollment by the specified date will be invited to participate in an informational meeting.
5. Students will be deemed registered when the items in the AIMS Enrollment Application package are completed or submitted to the school, including:
 - Proof of age
 - Copy of immunization records
 - Special Education information (if appropriate)
 - Emergency contact information
 - Emergency Medical Authorization
 - Health insurance information
 - Lunch form (to gather free/reduced lunch data)
 - Authorization for Release of Information Form
 - High Tech High Albuquerque registration form
 - Other as requested