

Ms. Mota brings more than 15 years of experience in education administration to her role at [School Name], where she serves as both Registrar and State Reporting Coordinator. Originally from Ciudad Juárez, Chihuahua, she immigrated to the United States at the age of 15—an experience that informs her deep commitment to supporting students and families from all backgrounds.

As Registrar, Ms. Mota oversees the accuracy and integrity of student academic records, monitors graduation requirements, and ensures that each student remains on track to meet their academic goals. In her role as State Reporting Coordinator, she manages the timely and accurate submission of student and staff data to the New Mexico Public Education Department (PED), supporting the school's compliance with state reporting requirements.

Ms. Mota is known for her attention to detail, her collaborative approach, and her genuine care for the students and families she serves. She welcomes questions from students and parents regarding credits, transcripts, enrollment, and class schedules, and is proud to be a trusted resource within the school community.