NDE 25-010
Revised: December 2024
Date Due: March 15

APPLICATION FOR STUDENT TRANSFER
NEBRASKA ENROLLMENT OPTION PROGRAM
_____ SCHOOL YEAR

APPLICATION GUIDELINES:

- Between September 1 and March 15, application is to be submitted to the ***Option School District***.
- If after March 15, application **MUST** be accompanied by a **WRITTEN** release (waiver) from an authorized official of the Resident District or **Section 2** must be completed by the resident school district, unless the student relocated after February 1st.
- Learning Community Open Enrollment Option Students – See note in 'Information for Completing Section 1.

SECTION 1: TO BE COMPLETED BY THE PARENT, LEGAL GUARDIAN, OR STUDENT (if an emancipated minor or age 19 or older) requesting a transfer to attend a school district other than the district of residence.

Student Name: (Last, First, M.I.)	
Student Birthdate: (mm/dd/yyyy)	Sex: F _____ M _____
Parent/Guardian Name: (Last, First, M.I.)	
Mailing Address:	
Residence Address: (if different)	
City:	Zip Code:
Telephone Number: (home/work/mobile – circle one)	Email:
Expected Grade Level at Time of Enrollment: **K 1 2 3 4 5 6 7 8 9 10 11 12**	
Does the student require Special Education Services? (check one) Yes _____ No _____ • If Yes, does the student have an Individualized Education Program (IEP)? Yes _____ No _____ Is the student a sibling of a current Option student? Yes _____ No _____ Has the student attended the Option District for the immediately preceding 2 years? Yes _____ No _____ Did the student relocate after February 1st? Yes _____ No _____ Does the student qualify for free or reduced price lunches? Yes _____ No _____	
Resident District Name:	Building Currently Attending:
Option District Name:	Building Preference:
My signature below acknowledges that I am the person with legal or actual charge or control of the above-listed student, I am completing this Application for Student Transfer pursuant to Sections 79-232 through 79-246 R.R.S., understand enrollment option is available only once to each student prior to graduation unless the option meets one of the exclusion criteria (see note on instructions), and have read the related materials provided on the Department of Education's Enrollment Option Program website at https://www.education.ne.gov/fos/enrollment-option-application-instructions-faqs/	
Signature of Parent:	Date:

SECTION 2: TO BE COMPLETED BY THE RESIDENT SCHOOL DISTRICT (only if this application is submitted by the parent, legal guardian or student after the March 15 deadline, and the student has not relocated after February 1st).

The Resident School District: ☐ Waives the March 15th deadline.	☐ Does not waive the deadline date. Reason for Denial (required):
Name and Title of Authorized Official:	
Signature:	Date:

SECTION 3: TO BE COMPLETED BY THE OPTION SCHOOL DISTRICT. Whether approved or denied, send photocopies to the Applicant and the Resident District.

OPTION SCHOOL DISTRICT NAME:		
Date this Application Received:		
County:	County-District Number:	Phone Number:
The Option School District: ☐ Approves this application	☐ Denies this application Reason for Denial (required):	
If district approves this application, date student will begin attending Option District: _____/_____/_____		
Name and Title of Authorized Official:		
Signature:		Date Application Accepted/Rejected

CHANGE OF STATUS

To be completed by an authorized official of the Option District (or parent) when the Option student quits the option, withdraws the application prior to attending or if the Option student's Resident District changes for any reason and the student continues attending the Option District (original resident). **Send photocopies to the Applicant and the Resident District.**

The Status of This Student is Changed for the Following Reason(s):			
	Withdrawal of the application prior to attending the present school year.		
	Cancellation of Enrollment Option during the present school year (Both Superintendents must sign below).		
	Has completed the grades offered in the Option District.		
	Attending High School in a district which is affiliated with the resident District.		
	Discontinuation of school attendance (moved away, deceased, etc.).		
	Other (Specify):		
Date Change of Status:			
New Mailing Address:			
City:			Zip Code:
Telephone Number: (home/work/mobile – circle one)			
Resident School District Name:			
County:	County District Number:		Telephone Number:
Name and Title of Option and Resident District Officials (or parent):			
Signature:			Date:
Signature:			Date:

INFORMATION FOR COMPLETING THE ENROLLMENT OPTION APPLICATION FORM

Photocopies should be made for communication and coordination of the necessary information with Applicants and Schools.

When completing applications for the Enrollment Option Program, applicants and school officials should be aware of the following dates:

September 1:	Earliest date for submitting applications for the next school year
March 15:	Deadline for filing applications unless a waiver of dates is granted
April 1:	On or before this date, the Option District must inform the Resident District of all names of applications
April 1:	Final date for option district to respond to the application

Note:

Enrollment Option is available only once to each student prior to graduation except that an option does not count toward that limitation if it meets, or met at the time of the option, one of the following criteria: (a) The student relocates to a different resident school district, (b) the option school district merges with another district, (c) the option school district is a Class I district, (d) the student will have completed either the grades offered in the school building originally attended in the option school district or the grades immediately preceding the lowest grade offered in the school building for which a new option is sought, (e) the option would allow the student to continue current enrollment in a school district, (f) the option would allow the student to enroll in a school district in which the student was previously enrolled as a student, or (g) the student is an open enrollment option student. 79-237-246 R.R.S.

If the form is completed between September 1st and March 15th, it is to be submitted to the School District you wish to Option into. If after March 15th, form MUST be accompanied by a WRITTEN release (waiver) from an authorized official of the Resident District or Section 2 must be completed by the resident school district, unless the student relocated after February 1st. The Resident and Option School Districts should retain this form until the student completes school or cancels the Enrollment Option.

NSAA Eligibility:

"Potential applicants should consult with officials of the Nebraska School Activity Association (NSAA) to determine a student's eligibility for participation in extracurricular activities if a student is or may be participating in any activities sponsored by the NSAA.**"**

Definitions:

- **Option School District:** A public school district the student chooses to attend other than his or her resident school district.
- **Option Student:** A student that has chosen to attend an option school district, including an open enrollment option student or a student who resides in a learning community and began attendance as an option student in an option school district in such learning community prior to the end of the first full school year for which the option school district will be a member of such learning community, but, for school years prior to school year 2016-17, but not including a student who resides in a learning community and who attends pursuant to section 79-2110 another school district in such learning community.
- **Resident School District:** The public school district in which a student resides or attends as a resident student.

DIRECTIONS FOR COMPLETING SECTION 1:

- The parent or legal guardian should complete this section. The student may complete this section if he or she is an emancipated minor or age 19 or older.
- A separate application form is required for each applicant.
- Learning Community open enrollment students for any part of the 2016/17 school year would be automatically approved as open enrollment option students and can continue in the same school without submitting an additional application unless the student has completed the grades offered in the school or is disqualified due to an expulsion.
- Indicate in the appropriate spaces:
    - If the student needs Special Education services and has an Individualized Education Program (IEP).
    - If the student has a sibling that is a current Option student.
    - If the student has attended the Option District for the immediately preceding two years.
    - If the student relocated after February 1st.
    - (Optional) if the applicant qualifies for free or reduced price lunches.
- Applicant must currently reside in the Resident School District listed in Section 1 at the time of application.
- The application is to be signed and delivered to the office of the superintendent of schools of the Option School District.

DIRECTIONS FOR COMPLETING SECTION 2:

- Section is only completed if application is to be submitted after the March 15th deadline.
- If the Resident School District will not waive deadline dates, the reason for denial must be stated in the appropriate space.

DIRECTIONS FOR COMPLETING SECTION 3:

- If the Option School District approves the application, indicate by marking the appropriate space.
- Submission of an incomplete form is not an adequate reason to deny an application. The Option School District officials should secure a complete form prior to the March 15 deadline.
- If the Option School District denies the application, the reason for denial must be stated in the appropriate space.
- Whether approved or denied, photocopies of any application received by the March 15 deadline must be sent by April 1 to the Applicant and the Resident School District.
- **NOTE**: Unless the student relocated to a different district after February 1st, had a previous option district merge after February 1st, or became eligible for the option as a result of changes made to 79-234(1) R.R.S. by LB 410 (2013), applications submitted after the March 15 deadline must have Section 2 completed or be accompanied by a written release from the Resident School District that includes a statement of deadline waiver, the signature of the superintendent and the date of such action. The application should also be sent to the Applicant and the Resident School District.

DIRECTIONS FOR COMPLETING THE CHANGE OF STATUS SECTION:

- When an Option student moves out of the Resident School District, completes grades offered in the Option School District, becomes a resident of the affiliated high school district, or ceases to attend the Option School District for other reasons, the Option School District should complete the Change of Status section and send photocopies to the Applicant and the Resident School District.
- When the parents seek to withdraw an application or cancel an approved Enrollment Option transfer, they should notify the Option District official who will then complete the Change of Status, or parents may complete the Change of Status and affix their own signature. In either case, copies must be provided to the Option and Resident districts.

APPEAL PROCESS:

Per 79-239 R.R.S., the parent or legal guardian may appeal a rejection of an application by filing a written request, together with a copy of the rejection notice, to the State Board of Education within thirty days after the date the notification of the rejection is received by certified mail. A sample petition form for this appeal can be found in Appendix A of the Nebraska Department of Education's Rule 61 at:
Contested Cases – Nebraska Department of Education

APPLICATION FOR STUDENT TRANSFER:

Additional copies of the "Application For Student Transfer – Nebraska Enrollment Option Program" form can be downloaded at:
Enrollment Option Program – Nebraska Department of Education

RESOURCES FOR ASSISTANCE WITH PROGRAM OR APPLICATION:

- Contact the School District the applicant is requesting to option into.
  - Application is sent to Option District by March 15th for upcoming school year.
- Nebraska Department of Education Enrollment Option program contacts:
  - Michelle Cartwright / (402) 450-0867 / michelle.cartwright@nebraska.gov
  - Kelsey Larsen / (402) 450-1418 / kelsey.larsen@nebraska.gov