

## 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 1<sup>st</sup>.

**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: Street/City/Zip Code	
Residence Address: Street/City/Zip Code (if different)	
Telephone Number: (home/work/mobile – circle one)	Email:
Expected Grade Level at Time of Enrollment: <b>K</b> <b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b> <b>8</b> <b>9</b> <b>10</b> <b>11</b> <b>12</b>	
<b>Please check YES or NO to the questions below:</b>	
Does the student require Special Education Services?	<b>YES</b> <b>NO</b>
• If Yes, does the student have an Individualized Education Program (IEP)?	
Is the student a sibling of a current Option student?	
Has the student attended the Option District for the immediately preceding 2 years?	
Does the student qualify for free or reduced price lunches?	
Did the student relocate after February 1?	
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 <a href="https://www.education.ne.gov/fos/enrollment-option-application-instructions-fags/">https://www.education.ne.gov/fos/enrollment-option-application-instructions-fags/</a>	
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 1<sup>st</sup>). **If the student is currently in an option then the option district would be responsible for completing this section.**

The Resident School District:	
<input type="checkbox"/> Waives the March 15 <sup>th</sup> deadline.	<input type="checkbox"/> Does not waive the deadline date. Reason (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.

<b>OPTION SCHOOL DISTRICT NAME:</b>		
Date this Application Received:		
County:	County-District Number:	Phone Number:
The Option School District: <input type="checkbox"/> Approves this application		<input type="checkbox"/> 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.**

<b>The Status of This Student is Changed for the Following Reason(s):</b>		
<input type="checkbox"/>	Withdrawal of the application prior to attending the present school year.	
<input type="checkbox"/>	Cancellation of Enrollment Option during the present school year (Both Superintendents must sign below).	
<input type="checkbox"/>	Has completed the grades offered in the Option District.	
<input type="checkbox"/>	Attending High School in a district which is affiliated with the resident District.	
<input type="checkbox"/>	Discontinuation of school attendance (moved away, deceased, etc.).	
<input type="checkbox"/>	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:

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

### Note:

Enrollment Option is available for a student entering kindergarten through twelfth grade. The option shall be available once during elementary, once during middle school or junior high school and once during high school for a total of 3 times, except that an option does not count toward that limitation if it meets, or is 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 school district; (c) 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 (d) the option would allow the student to continue current enrollment in a school district, (e) the option would allow the student to enroll in a school district in which the student was previously enrolled as a student, or (f) the student is an open enrollment option student. 79-237-246 R.R.S.

**If the form is completed between September 1<sup>st</sup> and March 15<sup>th</sup>, it is to be submitted to the School District you wish to Option into. If after March 15<sup>th</sup>, 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 1<sup>st</sup>. If the student is currently in an option then the Option District shall complete Section 2. 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:** An option student is a student participating in the enrollment option program that lives in another school district.
- **Resident School District:** The public school district in which a student resides or attends as a resident student.

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### 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.
  - 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 1<sup>st</sup>.
    - (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.
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## INFORMATION FOR COMPLETING THE ENROLLMENT OPTION APPLICATION FORM

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### DIRECTIONS FOR COMPLETING SECTION 2:

- Section 2 is only completed by the Resident District if application is to be submitted after the March 15<sup>th</sup> deadline.
  - If the student is currently in an option and seeking a new option the Option District will complete this section.
  - If the Resident (or Option if applicable) School District will not waive deadline dates, the reason for denial must be stated.
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### 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 1<sup>st</sup>, had a previous option district merge after February 1<sup>st</sup>, 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.
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### 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.
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### 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](#)

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### 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](#)

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### RESOURCES FOR ASSISTANCE WITH PROGRAM OR APPLICATION:

- Contact the School District the applicant is requesting to option into.
- Nebraska Department of Education Enrollment Option program contacts:
  - Michelle Cartwright / (402) 450-0867 / [michelle.cartwright@nebraska.gov](mailto:michelle.cartwright@nebraska.gov)
  - Theresa Haarberg / (402) 450-1418 / [theresa.haarberg@nebraska.gov](mailto:theresa.haarberg@nebraska.gov)



# PAPILLION LA VISTA COMMUNITY SCHOOLS

## MEMORANDUM OF UNDERSTANDING

### Option Enrollment

(Application due March 15)

Please complete this form as part of the Papillion La Vista Community Schools Option Enrollment process. If applicable, the parent/legal guardian may list building preferences, however, preferences listed may not be available for option enrollment.

Child's Name	Building Requested – 1st Preference*
	Building Requested – 2nd Preference*
	Building Requested – 3rd Preference*

The following schools are **not available** for Option Enrollment for the 2025-2026 school year: Ashbury Elementary and Prairie Queen Elementary. Limited space may be available at other buildings. A district map may be found at [www.plcschools.org](http://www.plcschools.org).

### If approved, I understand the following:

This application is granted for the above-named child based on available space. The school district reserves the right to move my child, at any time, to another building with space. Transportation is not provided, however, reimbursement for transportation may be available to students who meet eligibility requirements. Contact Student Services for more information.

\_\_\_\_\_  
Parent/Legal Guardian Signature Date

Mail forms to: Papillion La Vista Community Schools  
ATTN: Student Services  
420 S. Washington Street  
Papillion, NE 68046  
or Email forms to: [studentservices@plcschools.org](mailto:studentservices@plcschools.org)  
or Fax forms to: 402-537-6216

Please contact Student Services at 402-537-6214 if you have questions.

**APPLICATIONS ARE DUE MARCH 15**

**PAPILLION LA VISTA COMMUNITY SCHOOLS**

420 S. Washington Street, Papillion, NE 68046  
Phone: 402-537-6200 | Fax: 402-537-6216