

**APPLICATION FOR IN-DISTRICT TRANSFER  
Lincoln View to Prairie Queen  
2026-2027 School Year**

**Papillion La Vista Community Schools, 420 South Washington Street, Papillion, Nebraska 68046**

**Phone: (402) 537-6214, Fax: (402) 537-6216, Email: [studentservices@plcschools.org](mailto:studentservices@plcschools.org)**

A parent/guardian who wishes to have their child remain at Prairie Queen Elementary which is outside of their newly assigned attendance area (Lincoln View Elementary) must request an In-District Transfer (one per child).

**\*\*This form is due by 4:30 PM on Thursday, October 30, 2025**

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**Part I: To be completed by parent/guardian and returned to the office of the Director of Student Services.**

Student's Name: Last \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

Birth Date \_\_\_\_\_ Sex of the Student: M  F  Current Grade: \_\_\_\_\_

Parent/Guardian Name: Last \_\_\_\_\_ First \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ (Ext.) \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Assigned attendance area school \_\_\_\_\_ **Lincoln View Elementary** \_\_\_\_\_

Request permission to attend \_\_\_\_\_ grade(s) at \_\_\_\_\_ **Prairie Queen Elementary** \_\_\_\_\_

Reason for request:

- 5th & 6th Grade Exception
- Military Exception (PLCS may request additional documentation for verification)

Special services beyond regular classroom currently being received:

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*I understand that, if approved, this request is granted for the above-named child only and is based on available space. I understand that at any time the district may revoke this request if the district determines that the building is closed due to growth rates and/or capacity. If revoked, my child may return to the school in which his/her residence is assigned. I understand that transportation is not provided. I understand building and program capacity limits will be considered when approving/denying such applications.*

**PART II: To be completed by Administration Office**

**Approved**

Condition(s) of Approval \_\_\_\_\_  
\_\_\_\_\_

**Denied**

1) Enrollment at capacity at the grade level and/or building requested

2) Other \_\_\_\_\_

**Revoked**

Reason for revocation \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_