



Request for Educational Records Students New to Omaha Public Schools

The student listed below is completing an application for Omaha Public Schools in Omaha, Nebraska, and has identified your school/district as their most recently attended school.

Student Information

Last Name: _____ First Name: _____ MI: _____

Date of Birth: _____ Grade: _____

Previous School/District: _____

Enrolling to Start School in OPS On: _____

OPS Online Application Number (if known): _____

Please Send Records to Omaha Public Schools:

School Name: _____

Attention: _____

Phone Number: _____

Email Address: _____

Please email records whenever possible. If records cannot be sent electronically, please contact the receiving school to arrange an alternate method of transfer.

Records Needed for Student Placement and Services (please send these records ASAP):

- Birth certificate or other proof of age/identity
- Current grades (if school is in session)
- Transcript (secondary students only)
- Immunizations
- Health alerts, medication plans, or other medical information affecting the student's school day (if applicable)
- Special Education records (IEP/MDT) (if applicable)
- Current Section 504 Plan (if applicable)
- English Learner (EL) records, including English learner assessment results (if applicable)
- Discipline record, safety plans, Behavior Intervention Plans (BIPs) (if applicable)
- Any other information that would affect the student's immediate placement, services, or safety

Remaining Student Records (send these records when/if available):

- Attendance
- Custody or court orders on file
- Gifted/Talented documentation (if applicable)
- Report cards
- Standardized assessment/test scores

This request is made pursuant to the Family Educational Rights and Privacy Act (FERPA). Educational records may be disclosed without parental consent to officials of another school or school district in which the student seeks or intends to enroll, or is already enrolled, when the disclosure is for purposes related to the student's enrollment or transfer.

Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities and employment and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to accept allegations regarding non-discrimination policies: Superintendent of Schools, 3215 Cuming Street, Omaha, NE 68131 (531-299-9822). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Director of Equity and Diversity, 3215 Cuming Street, Omaha, NE 68131 (531-299-0307).



Request for Educational Records
Solicitud de expedientes académicos

Students New to Omaha Public Schools
Estudiantes nuevos en las escuelas públicas de Omaha

The student listed below is completing an application for Omaha Public Schools in Omaha, Nebraska, and has identified your school/district as their most recently attended school. Padre/Tutor, por favor complete la información del estudiante.

Nombre completo del estudiante: _____

Fecha de nacimiento: _____ Grado: _____

Escuela/distrito anterior: _____

Inscribirse para comenzar la escuela en OPS en: _____

Número de solicitud en línea de OPS (si se conoce): _____

Please Send Records to Omaha Public Schools:

Nombre de la escuela OPS: _____

Atención: _____

Número de teléfono de la escuela: _____

Correo electrónico de la escuela: _____

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