NDE 25-010
Revised: July 2026
Date Due: March 15th

APPLICATION FOR STUDENT TRANSFER
NEBRASKA ENROLLMENT OPTION PROGRAM
_____ SCHOOL YEAR

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:	
City:	Zip Code:
Resident Address (If Different than Above):	
Telephone Number:	Email:
Select or Enter Expected Grade Level at Time of Enrollment: Select Grade	

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 _____
Has the student previously optioned into another District?	Yes _____	No _____
- If Yes, what District(s) & years? _____	_____	
Did the student relocate after February 1st?	Yes _____	No _____
Does the student qualify for free or reduced-price lunches?	Yes _____	No _____

Resident District's Name:	Building currently attending or would be attending in the Fall:
Option District's Name:	Preferred Building's Name:

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. I understand enrollment option is available once in Elementary School, once in Middle/Junior High School, and once in High School to each student prior to graduation unless the option meets one of the exclusion criteria (see note on instructions), and I 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/Guardian:	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 15th deadline, and the student did not relocate after February 1st).

Note: If the student is currently in an option, the Option District is responsible for completing this section.

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

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

OPTION SCHOOL DISTRICT NAME:		
Date this Application Received (mm/dd/yyyy): _____/_____/_____		
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 (mm/dd/yyyy): _____/_____/_____		
Option School District's Superintendent/Authorized Official's Name & Title:		
Option School District's Superintendent/Authorized Official's Signature:		Date Application Accepted/Rejected:

CHANGE OF STATUS

This section is to be completed by an authorized official of the Option District (or parent) when the Option Student quits the option, withdraws their application prior to attending the Option District, or if the Option Student's Resident District changes for any reason and the student continues attending the Option District (original resident). **Photocopies must be sent 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 has affiliated with the Resident District.		
	Discontinuation of school attendance (moved away, dropped out, deceased etc.).		
	Other (Specify):		
Date of Change of Status Request (mm/dd/yyyy): _____/_____/_____			
Mailing Address:			
City:			Zip Code:
Telephone Number:			
Resident School District Name:			
County:	County District Number:		Telephone Number:
Parent/Guardian's Signature:			Date:
Option School District's Superintendent/Authorized Official's Name & Title:			
Option School District's Superintendent/Authorized Official's Signature:			Date:

SUBMISSION GUIDELINES:

- Submit completed applications to the **OPTION SCHOOL'S DISTRICT OFFICE** between September 1st and March 15th.
- If the March 15th deadline is missed, **Section 2** of the application **MUST** be completed by the Resident School District to waive the deadline. Upon completion of Section 2, submit the application to the **OPTION SCHOOL'S DISTRICT OFFICE**.

INFORMATION FOR COMPLETING THE ENROLLMENT OPTION APPLICATION FORM

Photocopies should be made available to assist with communication and coordination of necessary information between applicants and schools.

When completing the application 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 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 three (3) times, 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 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 1st and March 15th, it should be submitted to the District Office of the school you wish your child(ren) to option into. If the form is completed after March 15th, **Section 2** of the form **MUST be completed by the resident school district** and then **submitted to the Option School's District Office**, 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.

For questions about NSAA eligibility, contact (402) 489-0386.

Definitions:

- **Option School District:** A public school district that 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 relocates after February 1st.
  - (Optional) If the applicant qualifies for free or reduced-price lunches.
- Applicants must currently reside in the Resident School District listed in Section 1 at the time of application.
- **Application(s) must be signed & delivered to the Option School's District Office for review & approval by the Superintendent.**

DIRECTIONS FOR COMPLETING SECTION 2:

- Section 2 is ONLY completed by the Resident District if application is submitted after the March 15th deadline.
- If the student is currently in an option and seeking a new option, the Option District will complete Section 2.
- If the Resident (or Option if applicable) School District does not waive the deadline date, the reason for denial must be stated.

DIRECTIONS FOR COMPLETING SECTION 3:

- If the Option School District approves the application, the appropriate space on the application needs marked.
- **Submission of an incomplete form is not an adequate reason to deny an application. The Option School District's officials should secure a complete form prior to the March 15th 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 15th deadline must be sent by April 1st 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 15th deadline must have Section 2 completed and contain 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 or legal guardians 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 the parent or legal guardian 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 (30) days after the date the notification of the rejection is received by certified mail.**
- Information on how to file an Appeal can be found at Enrollment Option Appeal Process and Decisions – Nebraska Department of Education
- For additional information about the Appeal process: 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

ADDITIONAL RESOURCES:

- For questions about the Option School/District or status of application, contact the Option School's District Office.
- For questions about the Enrollment Option Program contact Nebraska Department of Education:
  - Kelsey Larsen / (402) 450-1418 / kelsey.larsen@nebraska.gov
  - Michelle Cartwright / (402) 450-0867 / michelle.cartwright@nebraska.gov

PAPILLION LA VISTA
COMMUNITY SCHOOLS

BUILDING REQUEST FORM
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 2027-2028 school year: Ashbury Elementary, Bell Elementary, Lincoln View Elementary, and Papillion Middle School. Limited space may be available at other buildings. A district map may be found at 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
or Fax forms to: 402-537-6216

Please contact Student Services at 402-537-6214 if you have questions.
APPLICATIONS ARE DUE MARCH 15