

**TO: ALL PRINCIPALS, SCHOOL OFFICE PERSONNEL, GUIDANCE COUNSELORS, and DIRECTORS**

**FROM: Mark Shepard, Associate Superintendent for Business Affairs  
Becky Wild, Director of Student Services  
Jill Pauley, Director of Accounting  
Tim Kemper, Director of Finance**

**SUBJECT: TUITION – PROCEDURES**

**I. GENERAL**

Students who have not been officially approved for enrollment by the Office of Student Services, LPSDO, 5901 O Street, Phone 436-1651, have no legal standing, contract, or property rights to attend school within Lincoln Public Schools, and are not entitled to enrollment or attendance. Any such student so enrolled or attending may be disenrolled upon a determination by the Office of Student Services that the necessary preconditions for enrollment are not satisfied. Enrollment and attendance are permitted for students as required by law. Students not covered below, or in questionable circumstances, must be processed for enrollment and attendance through the Office of Student Services.

**II. STUDENTS NOT RESIDING WITHIN LINCOLN PUBLIC SCHOOLS  
(APPLICATION FOR ADMISSION TO THE LINCOLN PUBLIC SCHOOLS)**

**A. Responsibilities**

1. **Principal** - Principals are not to enroll a student when the parents do not live in the School District. Such attendance requests are to be referred to the Office of Student Services for the purpose of completing an application for admission to the Lincoln Public Schools. Principals or the Office of Student Services must obtain all required student information, forms, and signatures prior to enrollment or attendance.
2. **Applicant** - Application is made at the Office of Student Services by the person with whom the student is residing and not by the student.
3. **Office of Student Services** - Applications for admission to the Lincoln Public Schools shall be executed in the Office of Student Services, LPSDO, and 5901 "O" Street, phone 436-1651.

When requesting enrollment in a school other than the one serving their area of residence, the person with whom the student is residing must also file for approval of transfer for the student by completing an

Application for Special Attendance Permit at the Office of Student Services.

Notice of recommended approval or disapproval, as determined by the Director of Student Services, will be sent to the applicant and principal.

### **III. ENROLLMENT OPTION**

- A. Students wishing to attend a school in Lincoln, but who live outside the Lincoln Public Schools' boundary, may apply for enrollment under the Enrollment Option laws if they meet board policy guidelines.
- B. Information on Enrollment Option may be obtained from the Office of Student Services.
- C. The Board of Education determines specific deadlines for Enrollment Option applications. This information may be obtained from the Office of Student Services.

### **IV. TUITION STUDENTS**

Students who live outside of the Lincoln Public Schools' District and who do not qualify under the above categories must apply for permission to attend the Lincoln Public Schools at the Office of Student Services. In the case where another district is seeking to contract with LPS for the education of one of their resident students, the sending district should contact the Business Affairs Office at 436-1636.

**V. TUITION RATES 2008-09**

A. Regular Instructional Program

	PER YEAR	PER SEMESTER	PER DAY*
Kindergarten (half day)	\$4,050	\$2,025	\$23.01
All-day Kindergarten-Grade 6	\$8,100	\$4,050	\$46.02
Grades 7-8	\$9,700	\$4,850	\$53.89
Grades 9-12	\$11,350	\$5,675	\$63.06

\*Based on 176 days elementary, 180 days secondary

B. Special Education Programs

	PER YEAR ALL LEVELS	PER DAY*
Mentally Handicapped - Mild	\$9,100	\$51.70
Mentally Handicapped - Moderate Severe/Profound	\$59,000	\$335.23
Hearing Impaired**	\$140,000	\$795.45
Orthopedically Impaired	\$26,000	\$147.73
Behaviorally Disordered	\$6,200	\$35.23
Learning Disabled	\$18,300	\$103.98
Visually Impaired	\$7,700	\$43.75
	\$32,500	\$184.66

C. Specialized services in addition to special education programs listed in B:

	PER HOUR
Homebound	\$46.00***
Speech Therapy	\$46.00***
Physical/Occupational Therapy	\$54.00***

\*Based on 176 days

\*\*Interpreter will be added if required

\*\*\*Resource teacher only

**VI. Payment of Tuition**

**In Advance** - Tuition shall be charged for all students who do not legally reside within the District and who are not entitled to a free education in the District, regardless of the length of time involved. All tuition payments must be made in advance. The minimum payment shall be one school semester or to the end of the semester in which the student is enrolled. Students who have not been approved for enrollment by the Office of Student Services should not be allowed to enroll or attend.