

**HIGH SCHOOL CHOICE FORM**  
Department of Student Services  
Lincoln Public Schools • 5905 O Street • Lincoln, NE 68510

PLEASE PRINT AND USE BLUE OR BLACK INK.

For school year: \_\_\_\_\_  Current Year  Next Year OR Request Transfer Date: \_\_\_\_\_ .

**STUDENT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ LPS ID Number: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender:  Male  Female Current Grade: \_\_\_\_\_ Current School: \_\_\_\_\_

Student's Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Choice Request to Attend Grade: \_\_\_\_\_ at: \_\_\_\_\_ High School.

Reason for Request: \_\_\_\_\_

*Students new to LPS must complete online enrollment at LPS.org.*

**PARENT/GUARDIAN INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Address:  Same as Student or Other: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email Address: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Address:  Same as Student or Other: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NSAA REQUIREMENT MAY 1 TRANSFER LIST CONSENT FORM**

Any student who is transferring to a new High School after initial enrollment as a 9th grade student must complete the [NSAA May 1 Transfer List Consent Form](#). This must be completed in order for the student to be eligible to participate in NSAA sanctioned Athletics and Activities during the following school year. **Once a student's transfer has been approved through the Lincoln Public Schools Student Services Office, the consent form must be signed and submitted to the Athletic Office of the school the student will now be attending no later than April 30 to ensure their name is on the school's May 1 Transfer List that is submitted to the NSAA.** Any student without the signed consent form cannot be listed on the May 1 list and would be ineligible for 90 school days per NSAA by-laws.

**SIGNATURES**

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent/Guardian Signature: \_\_\_\_\_

**SCHOOL ADMINISTRATION USE ONLY (For 2nd or 3rd choice request during the school year)**

Administrator Contacted: \_\_\_\_\_ Administrator Signature: \_\_\_\_\_

Approved Date of Transfer: \_\_\_\_\_  Transfer Denied Reason for Denial: \_\_\_\_\_

**STUDENT SERVICES USE ONLY**

Attendance Area School: \_\_\_\_\_ X \_\_\_\_\_ Y \_\_\_\_\_ Z \_\_\_\_\_

Initial:  Approved: \_\_\_\_\_  Denied: \_\_\_\_\_

PA:  Approved: \_\_\_\_\_  Denied: \_\_\_\_\_

**Return form to: Registrar of Current School (when school is in session); permits@lps.org; Fax: (402) 436-1686; or Department of Student Services, Lincoln Public Schools, 5905 O Street, Lincoln, NE 68510.**

## **HIGH SCHOOL CHOICE REQUESTS ARE DUE JANUARY 31ST**

Approved requests are expected to remain in effect for an entire school year. If there is an important reason for a transfer request during the school year, the student and their family should work with administration of the school they are currently attending. If school administration and the family are not able to come to an agreement, the family may appeal in writing to the Department of Student Services.

Eighth graders living within the LPS boundaries may choose which high school to attend their freshman year. The request will automatically be approved unless the Board of Education has identified a school as closed to transfer. **This choice request must be turned in by January 31st of their 8th grade year.** If a high school is not requested by the first day of school, the student will attend their attendance area school in the upcoming school year. **Any first entry to high school is considered a first choice.**

High school students are allowed to choose their school of attendance a maximum of three times throughout their high school career. Although transferring is not recommended, the opportunity exists if the student and family believe that it is appropriate. Transfers will only be granted for the beginning of the school year and would only be considered otherwise under extreme circumstances.

Current 9th, 10th and 11th grade students may have one more unrestricted request to attend a different high school, after attending their first choice school. **The request to change must be made by January 31st and, if approved, will become effective the start of the following school year.** The student must continue to attend the school where they are currently enrolled until they are notified of an approval by Student Services.

If a student wants to change schools a third time, the only option is to attend their designated attendance area school. **The request to change must be made by January 31st and will become effective the start of the following school year.**

**THE DEPARTMENT OF STUDENT SERVICES MAY REVOKE A CHOICE FOR REASON OF MISCONDUCT OR IF IT IS DETERMINED TO BE IN THE BEST INTEREST OF THE STUDENT OR OTHERS.**

Students who change schools are subject to the Nebraska State Activities Association (NSAA) guidelines regarding eligibility in interscholastic competitions. Contact the district or building athletic department for eligibility guidelines and transfer date requirements.