

**HIGH SCHOOL CHOICE FORM**  
**Department of Student Services**  
**Lincoln Public Schools**

**Students desiring to change high schools or to attend a school outside their attendance area for the next school year must return this form to their current school's office by January 31.**  
(See procedures for choice on the back of this form)

**FOR SCHOOL YEAR:** \_\_\_\_\_ **OR Request Immediate Transfer on** \_\_\_\_\_

**LPS Student Number:** \_\_\_\_\_

**Student**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Student Gender:  M  F Current Grade Level: \_\_\_\_\_

**Parent/Guardian**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Living With: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

City State Zip

Current Address is in the Attendance Area of: \_\_\_\_\_ High School

School Currently Attending: \_\_\_\_\_

**SCHOOL CHOICE:** \_\_\_\_\_

Have you attended another high school in Lincoln?  Yes  No, If yes, list schools/date \_\_\_\_\_ / \_\_\_\_\_

first entry to high school in Lincoln \_\_\_\_\_ / \_\_\_\_\_

change of address \_\_\_\_\_ / \_\_\_\_\_

change of guardian \_\_\_\_\_ / \_\_\_\_\_

return to previous school attended \_\_\_\_\_

other \_\_\_\_\_

Please provide reason(s) for request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**SCHOOL ADMINISTRATOR USE:**  
**To be completed by current high school administrator if second or third request to change high school:**  
Administrator Contacted: \_\_\_\_\_  
 Approved–Date of Transfer: \_\_\_\_\_  Denied Reason: \_\_\_\_\_  
\_\_\_\_\_  
*Administrator Signature* \_\_\_\_\_

Appeal Approved–Date of Transfer: \_\_\_\_\_  Appeal Denied

\_\_\_\_\_  
*Student Services Administrator*

- **Students should confirm their eligibility if they plan to participate in interscholastic competition.**
- **Students attending a school on mandatory reassignment may not transfer to another school.**

Automatic Approval by Student Services

## High School 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 it is appropriate. **Transfers will only be granted for the beginning of each school year and would only be considered otherwise under extreme circumstances.**

**Requests to transfer must be filed by January 31 for automatic approval.**

1. Eighth graders may, prior to their 9th grade year, select one of the six high schools to attend. That request will automatically be approved unless the Board of Education has identified a school as closed to transfer. If a current LPS student does not make a request for change using the enclosed application by the first day of school, the student will attend their attendance area school the upcoming school year and that will be considered their first school request.
2. Ninth, tenth and eleventh grade students may have one more unrestricted request to attend a different school after attending their first selected school. **The request to change must be made by January 31 and is effective with the start of the following school year.** Accommodating the request may be influenced by whether the building is open for transfers.
3. If a student wants to change schools a third time, the only option is to attend their designated attendance area school. Again, the request to change must come by January 31 and will be granted for the following school year.
4. The Department of Student Services may revoke a Choice Form for reason of misconduct or if it is judged to be in the best interests of the student or others.

Any student new to the district will have this same opportunity when they enter LPS.

**Remember:** Transfer requests must be submitted by **January 31** each year and are expected to remain in effect for an entire school year. If there is strong reason to transfer during a school year the student and family should work with the school administrator of the school they are attending. If the transfer cannot be worked out to everyone's agreement the family may appeal in writing to the Department of Student Services.

**Students who change schools are also 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.**