

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: _____

If signing electronically, complete this box:

By affixing my electronic signature to this electronic record below (either type your name or insert a scan of your signature) and emailing this electronic record to LPS, I agree and consent to conduct this transaction involving governmental affairs with LPS by electronic means pursuant to the Nebraska Uniform Electronic Transactions Act. I understand that I am not prohibited from refusing to conduct other or future transaction(s) with LPS by electronic means. See the Disclosure Notice on page 2 for further information.

Parent Signature: _____ Date of Receipt: _____
(please type your name or insert signature scan)

ADMINISTRATIVE SIGNATURES**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: _____**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.

Disclosure Notice: This Disclosure Notice applies to the electronic record above and all communications with LPS related to this electronic record. Under this notice, the electronic record, communications, disclosures and other records you receive from LPS in electronic form will be considered "in writing."

Your consent covers the electronic record. You understand and agree that your electronic signature affixed to the electronic record shall be legally binding and shall be considered authorized by you. You also consent to receive all communications, disclosures, and notices, and other records relating to this from LPS in electronic form, instead of receiving such communication, disclosures, and notices, and other records in printed paper form. You have the option of printing your electronic records directly from your computer to provide your handwritten signature. The records will not be sent to you in a paper copy unless specifically requested by you. You will not be charged for paper copies of the records. To specifically request paper copies, please send an email to releaseofinformation@lps.org. You will be able to sign a paper copy after school is in session.

You have the right at any time to cancel and withdraw your consent to receive future electronic delivery of records. If you withdraw your consent, none of the electronic records, communications, disclosures, notices, or other records delivered to you in electronic form prior to your withdrawal of consent will be affected. If you wish to withdraw your consent, please send an email to releaseofinformation@lps.org. Your notice of withdrawal will be effective within a reasonable time after we receive the withdrawal notice.

In order to sign your electronic record electronically and in order to receive electronic delivery of communications, disclosures, notices and other records, you will need access to a computer with the following:

a) Access to the following operating systems: Microsoft Windows or Apple macOS; b) Access to the Internet; c) Access to a valid e-mail address; d) A web browser (The use of Chrome is recommended); e) Access to software which permits you to receive and access Portable Document Format "PDF" files, such as Adobe Acrobat Reader; f) Sufficient storage space to save records, communications, disclosures, and notices, and other records (whether presented online, in e-mails, or in PDF format) or the ability to print such records, communications, disclosures, and notices, and other records; g) Access to a printer (if you wish to print paper copies of any electronic records, communications, disclosures, notices, or other records).

If we change the minimum hardware and/or software requirements, we will notify you of the changes. If you cannot access or retain electronic records, communications, disclosures, notices, or other records in electronic form as a result, you will have the right to withdraw your consent with respect to electronic delivery of such records.

It is your responsibility to keep your primary email address current so that we may send electronic records and communications. You understand and agree that if we send you an electronic record, communication, disclosure, or notice, but you do not receive it because your email address is incorrect, out of date, blocked by your service provider, or returned undeliverable, we will be deemed to have provided electronic delivery.

You acknowledge and agree that your consent to your electronic signature and electronic delivery is being provided in connection with a transaction affecting governmental affairs that is subject to the Nebraska Uniform Electronic Transactions Act and, to the extent required, by the federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that both acts apply to the fullest extent possible to validate our ability to conduct transactions with you by electronic means.