

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

Received by Student Services on: _____ **Written Appeal Received:** _____

☐ 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.**

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 31st for automatic approval. The only restriction may be if the building's capacity requires closing it to transfer. Any requests to transfer coming after the January 31st deadline (unless the student is new to Lincoln) will be placed on a waiting list in the order of arrival date at the Department of Students Services, 5905 "O" Street, Lincoln, Nebraska, 68510 and considered for approval during the month of June.

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 January 31st, 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 31st 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 two options available are to attend their designated attendance area school or stay at their current school. Again, the request to change must come by January 31st 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 31st** each year and are expected to remain in effect for an entire school year. If there is strong reason to transfer at quarter or semester of 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.