



EXEMPT SCHOOL PROGRAM OFFICE

Nebraska Department of Education
301 Centennial Mall South, PO Box 94987
Lincoln NE 68509-4987

Website - www.education.ne.gov/FOS/OrgServices/ExemptSchools/

Contacts: Beth Bolte [Email: beth.bolte@nebraska.gov; Phone: 402/471-2795] - or -
Micki Iverson [Email: micki.iverson@nebraska.gov; Phone: 402/471-1894]

**Additional Enrollments During the 2016/17 School Year
For a Multi-Family Exempt School**

(only applies if already filed/received exempt status for the current school year)

The parent representative shall promptly submit a Form A from for each new parent or legal guardian and the documentation specified in Section 004 of Rule 13, for additional enrollment(s) during the school year (per Section 003.02B, Rule 13).

The applicable documents are attached along with the Checklist for Completing Forms/For a Multi-Family Exempt School. For further information, refer to Rule 13 and the Frequently Asked Questions (FAQs) document. Print clearly and complete all information. Do not fax the documents; follow the submission instructions on Pages 3 & 4 of the attached Checklist.

Form A - Statement of Election and Assurances (by Parent or Legal Guardian)

- A completed Form A from each parent or legal guardian.
- If the filer is a single parent, that parent must complete a Form A and provide sole custody verification.
- If the parents live at separate addresses, note which address is the primary residence for the student.

2016/17 Information Summary for Parent Representative

- Section 1 - General Information
 - List only your Exempt School Name when submitting with the Form A's.
- Section 2 - Dates of Operation (Calendar) Information.
 - Indicate whether this is a partial school year enrollment and/or if the student is dual enrolled (also attends an approved/accredited school) and provide a brief explanation.
 - Refer to Section D of the FAQs document for further information about dual, partial-year, and add-on enrollments.
 - Provide the start date for the add-on student in last part of this section.
- Section 3 - Instructional Monitor(s)
 - Complete if additional monitors have been added since the initial filing.
- Section 4 - Curriculum Information (Program of Instruction) / Grade Levels/Instructional Monitor Responsible
 - Complete Section 4a & 4b.
 - If you are using the same program of instruction/curriculum indicated in the initial filing, please note in Section 4a.

Birth Certificate

- Submit the certified birth certificate with the 2016/17 exempt school forms if the document was not previously provided to this office.
- If it has been more than five school years since you last filed for this student, NDE no longer has those records.
- See Section E of the FAQs document for further information regarding this statutory filing requirement.

Additional Enrollments During the 2016/17 School Year For a Multi-Family Exempt School (continued)

Submission (by the Parent Representative only)

- By Mail, Drop-Off at NDE or Email [Do not fax the documents.]
- Keep a copy for your records.
- Follow the submission instructions on Pages 3 & 4 of the Checklist for Completing the Forms.
 - If submitting by Email, scan the documents into one Adobe Acrobat file in the following order: Form A(s) - by family, followed by the birth certificate & custody verification, if not provided previously; & alphabetized by father's last name, or mother's last name if she is a single parent filer. If the parents live at separate addresses, note which address is the primary residence for the student, then the Information Summary and other additional documents (i.e. curriculum summaries).
 - Name the file to include the "name of the multi-family exempt school (additional enrollment)".
Example: "Nebraska Exempt Academy (additional enrollment)"
 - Include the file name (above) in the Email "Subject" Line.
 - Send Email to beth.bolte@nebraska.gov only.

Filing Deadline

- Submit the forms **prior to or promptly upon enrollment.**
- Allow up to four weeks from the time NDE receives the paperwork for processing of the forms, during the summer and fall months and at semester break. Allow up to two weeks during other times of the school year.
- If the filing is complete, a revised "acknowledgement" letter will be mailed to the parent representative, and a copy will be mailed to the parents.
- If the filing is incomplete, the parent representative will be notified by Email (if an address is provided) or regular mail and given the opportunity to provide the missing information within an allotted timeframe.

STATEMENT OF ELECTION AND ASSURANCES
 A separate Form A shall be completed by each parent or legal guardian

Parent or Legal Guardian Information

First Name/Middle Initial		Last Name	
Address			
City		State	Zip Code
Mailing Address (if different from residential address)			
City		State	Zip Code
School District of Residence		County of Residence	
Email Address (optional) _____@_____._____		Phone Number (optional) (_____) _____ - _____	

Select One

1. Initial (First) Year 2. Renewing from Previous School Year

3. Filed in the past, but not during the previous school year (last school year filed: _____)

4. Adding a child to the current school year exempt school roster
(only applies if already filed/received exempt status for another child(ren) for the current school year)

Student(s) attending the exempt school (attach separate page if additional space is needed)

Student's First & Last Name	Age	Date of Birth
1	_____	____/____/____
2	_____	____/____/____
3	_____	____/____/____
4	_____	____/____/____
5	_____	____/____/____
6	_____	____/____/____

Name & Address of the Exempt School

Exempt School Name		
Physical Address (if different from above)		
City	State	Zip Code

Statement of Election (select one)

- The requirements for approval and accreditation required by law and the rules and regulations adopted and promulgated by the State Board of Education violate my sincerely held religious beliefs.
- The requirements for approval and accreditation required by law and the rules and regulations adopted and promulgated by the State Board of Education interfere with my decisions in directing my child(ren)'s education; and I am aware that under this election exempt schools must comply with the immunizations requirements in Section 79-217 of the Revised Statutes of Nebraska with exception as provided in Sections 79-221 and 79-222.

Designation of Parent Representative (select one)

- I will serve as my own Representative and fulfill the responsibilities of the Parent Representative.
- I will not serve as my own Representative. I hereby designate the following individual as the exempt school Parent Representative:

First Name/Middle Initial	Last Name

As the undersigned parent or legal guardian, I affirm and agree:

The Parent Representative will annually, by July 15, or as otherwise required by 92 NAC 13 (Rule 13) Sections 003.02A1-003.02A2, submit to the Department of Education this Statement (Form A) and information to show that the students are enrolled and attending pursuant to compulsory attendance laws by submitting the exempt school period as demonstrated by the Start Date and End Date; and will promptly notify the Commissioner of any changes in student enrollment and address; and

A program of sequential instruction in the language arts, mathematics, science, social studies, and health is being provided; and

I have satisfied myself that the individual(s) monitoring instruction at this school are qualified to monitor instruction in the basic skills as listed in the paragraph above, and that such individuals have demonstrated an alternative competency to monitor instruction or supervise children; and

I further understand that this school is not Approved or Accredited by the State of Nebraska.

The statements contained in this document are true and accurate and I am the Parent or Legal Guardian listed at the top of this form. I further understand that providing false information or signature could carry criminal penalties under Nebraska Law.

Signed this _____ day of
_____, 20____

Signature of Parent or Legal Guardian

Instructions: A separate copy of this form must be properly completed by each parent or legal guardian of the child(ren) named on this form and provided to the parent representative for filing with the Commissioner of Education (refer to Chapter 13, Section 003.01). A parent filing as a single parent should consult Section 003.01A. Form A is required by Chapter 13, therefore, an altered Form A will not be accepted.

STATEMENT OF ELECTION AND ASSURANCES
 A separate Form A shall be completed by each parent or legal guardian

Parent or Legal Guardian Information

First Name/Middle Initial		Last Name	
Address			
City		State	Zip Code
Mailing Address (if different from residential address)			
City		State	Zip Code
School District of Residence		County of Residence	
Email Address (optional) _____@_____._____		Phone Number (optional) (_____) _____ - _____	

Select One

1. Initial (First) Year 2. Renewing from Previous School Year

3. Filed in the past, but not during the previous school year (last school year filed: _____)

4. Adding a child to the current school year exempt school roster
(only applies if already filed/received exempt status for another child(ren) for the current school year)

Student(s) attending the exempt school (attach separate page if additional space is needed)

Student's First & Last Name	Age	Date of Birth
1	_____	____/____/____
2	_____	____/____/____
3	_____	____/____/____
4	_____	____/____/____
5	_____	____/____/____
6	_____	____/____/____

Name & Address of the Exempt School

Exempt School Name		
Physical Address (if different from above)		
City	State	Zip Code

Statement of Election (select one)

- The requirements for approval and accreditation required by law and the rules and regulations adopted and promulgated by the State Board of Education violate my sincerely held religious beliefs.
- The requirements for approval and accreditation required by law and the rules and regulations adopted and promulgated by the State Board of Education interfere with my decisions in directing my child(ren)'s education; and I am aware that under this election exempt schools must comply with the immunizations requirements in Section 79-217 of the Revised Statutes of Nebraska with exception as provided in Sections 79-221 and 79-222.

Designation of Parent Representative (select one)

- I will serve as my own Representative and fulfill the responsibilities of the Parent Representative.
- I will not serve as my own Representative. I hereby designate the following individual as the exempt school Parent Representative:

First Name/Middle Initial	Last Name

As the undersigned parent or legal guardian, I affirm and agree:

The Parent Representative will annually, by July 15, or as otherwise required by 92 NAC 13 (Rule 13) Sections 003.02A1-003.02A2, submit to the Department of Education this Statement (Form A) and information to show that the students are enrolled and attending pursuant to compulsory attendance laws by submitting the exempt school period as demonstrated by the Start Date and End Date; and will promptly notify the Commissioner of any changes in student enrollment and address; and

A program of sequential instruction in the language arts, mathematics, science, social studies, and health is being provided; and

I have satisfied myself that the individual(s) monitoring instruction at this school are qualified to monitor instruction in the basic skills as listed in the paragraph above, and that such individuals have demonstrated an alternative competency to monitor instruction or supervise children; and

I further understand that this school is not Approved or Accredited by the State of Nebraska.

The statements contained in this document are true and accurate and I am the Parent or Legal Guardian listed at the top of this form. I further understand that providing false information or signature could carry criminal penalties under Nebraska Law.

Signed this _____ day of
_____, 20____

Signature of Parent or Legal Guardian

Instructions: A separate copy of this form must be properly completed by each parent or legal guardian of the child(ren) named on this form and provided to the parent representative for filing with the Commissioner of Education (refer to Chapter 13, Section 003.01). A parent filing as a single parent should consult Section 003.01A. Form A is required by Chapter 13, therefore, an altered Form A will not be accepted.

2016/17 INFORMATION SUMMARY FOR PARENT REPRESENTATIVE
 (formerly known as the Supplementary Sheet for Parent Representative)

This document is designed as an aid to assist parent representatives in providing the additional items required by Rule 13, Section 004. Other formats for submitting the necessary materials, if complete, are also acceptable; however, this form is designed to speed up processing when received by the Department of Education. Refer to Rule 13, "Checklist for Completing Forms," and FAQs documents for further information.

****PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION****

1 - General Information

If submitting this summary with the Forms A & B, fill in Exempt School Name only and skip to Section 2.
 If submitting this summary separately from the Forms A & B, complete all requested information.

Exempt School Name		
Address*		
City	State	Zip Code
Mailing Address (if different from residential address)		
City	State	Zip Code
Email Address (optional) _____@_____.	Phone Number (optional) (____) _____-_____	

**If an online school is used, list the address where the student(s) is receiving the instruction, not the address, phone number & email address of the online school.*

2 - Dates of Operation (Calendar) Information (Rule 13 – Section 004.01)

Provide the exempt school period of operation below by indicating the start and end dates. The period of operation for the school year will allow sufficient time for the provisions of a minimum instruction of 1,080 hours in secondary schools (9-12) and 1,032 hours in elementary schools (K-8), between July 1, 2016 and June 30, 2017. The hours of instruction may be prorated based upon the remaining balance of the school year. Refer to Section D of the FAQs document for further information about dual, partial-year, and add-on enrollments.

Start date (month/day/year) ___/___/___ End date (month/day/year) ___/___/___

Is this a partial school year enrollment? No Yes If yes, further explain below or use the reverse side of this page.

Will the student(s) be dual enrolled? No Yes If yes, further explain below or use the reverse side of this page.

- Complete **only if adding a student to the 2016/17 exempt school roster** (this would only apply if already filed/received exempt status and after the school began operation for the 2016/17 school year):
 - Start date for add-on student: (month/day/year) ___/___/___

3. Instructional Monitor(s) (Rule 13 – Section 004.02)

Provide the names of all instructional monitors in the exempt school. *This information must be completed for all on-site instructional monitors listed in 4b below (including the parent(s) or guardian(s) if designated as an instructional monitor).* Enter all requested information for each instructional monitor. Use the reverse side of this page or attach additional pages if the school uses several instructional monitors.

First Name/Middle Initial	Last Name	Age
Circle Highest Grade Completed: 8 9 10 11 12 13 14 15 16 17 18 19 20+		

First Name/Middle Initial	Last Name	Age
Circle Highest Grade Completed: 8 9 10 11 12 13 14 15 16 17 18 19 20+		

4 - Curriculum Information (Program of Instruction) / Grade Levels/Instructional Monitor Responsible (Rule 13 – Section 004.03)

Provide a written description or summary showing the sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health, which shall include a list of classes or courses (4a), the names of the monitor(s) responsible for instructing or monitoring, and the grade levels being included in the exempt school (4b).

4a. A listing of the textbooks (including title and publisher) you are using is also acceptable. *Use the reverse side of this page or attach additional pages as necessary.* If you are using a curriculum series or online program, identify, by subject, on the lines below.

Language Arts: _____

Mathematics: _____

Science: _____

Social Studies: _____

Health: _____

4b. Circle the grade level(s) offered for the 2016/17 school year. For each of the grade level(s) offered, enter the name of the instructional monitor who is responsible for each of the subject areas (do not enter the curriculum information here, see Section 4A above). *All instructional monitors listed must also complete Section 3.*

Grade	Language Arts	Mathematics	Science	Social Studies	Health
K					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

5. Birth Certificate (Rule 13 – Section 009)

If you have not previously provided to this office the certified birth certificate for your child(ren), submit the certified birth certificate with the completed 2016/17 exempt school forms. Refer to the “Checklist for Completing Forms” and Section E of the FAQs documents for further information regarding this statutory filing requirement.



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Micki Iverson [Email: micki.iverson@nebraska.gov; Phone: 402/471-1894]

Checklist for Completing Forms to File For A Rule 13 Exemption From Approval and Accreditation Standards For a Multi-Family Exempt School (2016/17 School Year)

Use this Checklist as an aid to insure thoroughness in completing the forms. This Checklist serves as a set of directions to assist you in the filing process. For further information, refer to Rule 13 and the Frequently Asked Questions (FAQs) document.

Print clearly and complete all information.

Do not fax the documents, follow the submission instructions on Pages 3 & 4 of this Checklist.

Form A - Statement of Election and Assurances (by Parent or Legal Guardian)

To elect not to meet state approval or accreditation standards and to obtain exemption from provisions of compulsory attendance requirements relating to attendance at a state approved or accredited school, **each of the parents or legal guardians** of the children who will attend the exempt school and who are of mandatory attendance age must complete and sign a separate Form A: Parent or Legal Guardian Statement of Election and Assurances (Section 003.01, Rule 13).

If the filer is a single parent, that parent must complete a Form A and provide sole custody verification. A parent claiming to be a single parent is representing that he or she alone is responsible for making the decisions concerning the educational placement of the child(ren). Sole custody verification includes (but is not limited to): an order of a court of law having proper jurisdiction providing that the filing parent has sole custody of the child(ren), a birth certificate that lists only the filing parent as the parent, or a death certificate if one of the parents is deceased. If the filer is the legal guardian(s), a copy of the documentation lawfully appointing the filer(s) as guardian(s) must be submitted with the completed Form A(s). If you are renewing from the 2015/16 school year, custody verification should already be on file with this office and you will not need to submit the custody verification again.

Parent or Legal Guardian Information

- Complete the name & address information for the parent or legal guardian.
- Provide only one valid Email address. NDE may correspond with the parent representative via Email if the filing is incomplete.
- If you do not know your resident school district, contact the County Assessor's Office.
- If the parents live at separate addresses, note which address is the primary residence for the student.

Initial (First) Year or Renewal (Select One)

- Select Box 1 if this is your initial (first) year; Box 2 if renewing from the 2015/16 school year, or Box 3 if you filed in the past, but not during the 2015/16 school year.
- If it has been more than five school years since you last filed, NDE no longer has those records.
- Box 4 applies only if you have filed, received the acknowledgement letter, and subsequently add another student to the 2016/17 roster.

Student(s) attending the exempt school

- Provide the student's first name & last name, age & date of birth.
- List only the students who are of compulsory school attendance age. (See Section B of the FAQs document.)
- If the student was born in the calendar year 2011 or later, he/she is below the required age to file for the 2016/17 school year.

Name & Address of the Exempt School

- It is your choice to name your school. For example, some families use their last name and add the words "home school."
- The address is where the exempt school is located. This can be the parent(s) resident address or another location other than the home.
- If you are using an online school, list the address where the student(s) is receiving the instruction, not the address of an online school.

Statement of Election

- Select one box only: The approval and accreditation requirements either, Box 1) violate sincerely held religious beliefs; or Box 2) interfere with your decisions in directing your child's education (AKA "other" reasons).
- If neither box is selected, NDE will assume you are filing under the "other" option which means you must comply with the immunizations requirements in Section 79-217 of the Revised Statutes of Nebraska with exception as provided in Sections 79-221 and 79-222.

Form A - Statement of Election and Assurances (by Parent or Legal Guardian) (continued)

Designation of Parent Representative

- This is the person (usually one of the parents or legal guardians) completing the Form B and is responsible for filing the paperwork. (See Form B.)

Affirmation & Agreement

- Review the document for thoroughness, and read the affirmation and agreement statements.
- Sign & date your document only; do not sign your spouse's or other parent's/legal guardian's document. Providing false information or signature could carry criminal penalties under Nebraska Law.

Form B - Authorized Parent Representative Form

The parents or legal guardians of the children who attend or will attend the exempt school shall designate an authorized Parent Representative (Section 003.02, Rule 13). This is the school agent or "principal" and may be one of the parents or guardians; whoever is responsible for filing the paperwork. The Form B is completed by one person per Exempt School.

Parent Representative Information

- Complete the name & address information for the parent representative.
- Provide only one valid Email address. NDE may correspond with the parent representative via Email if the filing is incomplete.

Exempt School Information

- Complete the name & address information for the exempt school.
- It is your choice to name your school. For example, some families use their last name and add the words "home school."
- The address is where the exempt school is located. If you are using an online school, list the address where the student(s) is receiving the instruction, not the address of an online school.
- Provide only one valid Email address. NDE may correspond with the parent representative via Email if the filing is incomplete.

Affirmation & Agreement

- Review the document for thoroughness, and read the affirmation and agreement statements.
- Sign & date the Form B.

2016/17 Information Summary for Parent Representative (FKA Supplementary Sheet for Parent Representative)

The parent representative will annually provide the information described in Sections 004.01, 004.02 of Rule 13 by July 15. For the initial year of operation, this summary will be submitted simultaneously with, but no later than 30 days after, the filings described in Section 003.02 are made.

1 - General Information

- If submitting this summary with the Forms A & B, complete the Exempt School Name only and skip to Section 2.
- If submitting this summary separately from the Forms A & B, complete all requested information for the exempt school.

2 - Dates of Operation

The exempt school period as demonstrated by the Start Date and End Date. The period of operation for the school year will allow sufficient time for the provisions of a minimum instruction of 1,080 hours in secondary schools (grades 9-12) and 1,032 hours in elementary schools (grades K-8). The hours of instruction may be prorated based upon the remaining balance of the school year.

- List the beginning and ending dates of the school year. The school calendar must take place during the reporting period of July 1, 2016 to June 30, 2017.
- Indicate whether this is a partial school year enrollment and/or if the student is dual enrolled (also attends an approved/accredited school) and provide a brief explanation.
- Refer to Section D of the FAQs document for further information about dual, partial-year, and add-on enrollments.
- If you are adding a student after the school year has commenced (i.e. mid-school year filing), provide the start date for the add-on student in last part of this section.

3 - Instructional Monitor(s)

This is the individual(s) designated to do the teaching at the exempt school (Rule 13, Section 004.02).

- Provide the name, age and highest grade completed for each designated monitor. Use the reverse side of this page or attach additional pages as necessary.
- This information must be completed for all on-site instructional monitors listed in 4b (including the parent(s) or legal guardian(s) if designated as an instructional monitor).
- If using an online school, list the name of the on-site (in the home) monitor(s), not the online instructor(s).

2016/17 Information Summary for Parent Representative (continued)

4 - Curriculum Information (Program of Instruction) / Grade Levels/Instructional Monitor Responsible

A description or summary showing the sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health, to include a list of classes or courses, the names of the monitor(s) responsible for instructing or monitoring, and the grade levels being included in the exempt school.

- 4a. Complete by providing an outline, or a listing of textbooks (including title and publisher); or, if you are using a major curriculum series or online program, identify, by subject. Use the reverse side of this page or attach additional pages as necessary.
- 4b. Indicate the grade level(s) offered for the 2016/17 school year. For each of the grade level(s) offered, enter the name of the instructional monitor who is responsible for each of the subject areas. Complete Section 3 for all listed monitors.

5 - Birth Certificate (Rule 13, Section 009)

For an exempt school operating in a **non-residential facility**: Section 43-2007(2) of the Revised Statutes of Nebraska (part of the Missing Children Identification Act) requires that: "Upon enrollment of a student for the first time in a public school district or private school system, the school of enrollment shall notify in writing the person enrolling the student that within thirty days he or she must provide either (a) a certified copy of the student's birth certificate or (b) other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate."

As parent representative, you will need to make sure that the families who have students attending your exempt school comply with Section 43-2007(2).

For an exempt school operating in a **residential facility**: Section 43-2007(3) of the Revised Statutes of Nebraska (part of the Missing Children Identification Act) requires that: "Upon enrollment of a student who is receiving his or her education in an exempt school subject to 79-1601 to 79-1607, the parent or guardian of such student shall provide to the Commissioner of Education either (a) a certified copy of the student's birth certificate, or (b) other reliable proof of the student's identity and age accompanied by an affidavit (notarized statement) explaining the inability to produce a copy of the birth certificate."

Initial/First year students: Be sure to forward the birth certificate to this office upon enrollment.

All other students: If you have not previously submitted a birth certificate to this office, submit the birth certificate with the 2016/17 exempt school forms.

- If it has been more than five school years since you last filed for this student, NDE no longer has those records.
- The original birth certificate is returned once we have verified the document and made a copy for the parents' file.
- NDE will accept a scanned color copy of a certified birth certificate in Adobe Acrobat (pdf) format; this means the document being scanned must have a stamped or raised seal by the issuing entity (i.e. Vital Records). If the stamped or raised seal is on the back of the certificate, provide a scanned copy of that page as well. Scan the birth certificate **in color** for legibility and so that the stamped or raised seal is visible.
- See Section E of the FAQs document for further information regarding this statutory filing requirement.

Filing Deadline

Submit the forms by no later than July 15, 2016

- It is recommended you file as soon as possible rather than waiting until the deadline.
- Parents or legal guardians and child(ren) that were not residents of a Nebraska school district as of July 15 shall cause the parent representative to **promptly** file after the parents or legal guardians and child(ren) have established a residence in Nebraska (Rule 13, Section 003.02A1).
- Parents or legal guardians of any child about to be or presently enrolled in an approved or accredited Nebraska school, who, after July 15, elect to have the child enroll and attend an exempt school shall cause the parent representative to **promptly** file with NDE (Rule 13, Section 003.02A2).
- Allow up to four weeks from the time NDE receives the paperwork for processing of the forms, during the summer and fall months and at semester break. Allow up to two weeks during other times of the school year.
- If the filing is complete, an "acknowledgement" letter will be mailed to the parent representative, and a copy will be mailed to the parents. Exempt schools are "acknowledged," they are not approved or disapproved.
- If the filing is incomplete, the parent representative will be notified by Email (if an address is provided) or regular mail and given the opportunity to provide the missing information within an allotted timeframe.

Submission By Mail, Drop-Off at NDE or Email [Do not fax the documents.]

Mail By U.S.P.S. [Keep a copy for your records.]

Exempt School Program
Nebraska Department of Education
301 Centennial Mall South, P.O. Box 94987
Lincoln, Nebraska 68509-4987

Submission By Mail, Drop-Off at NDE or Email [Do not fax the documents.] (continued)

- ❑ **Drop-Off Forms at NDE** [Keep a copy for your records.]
 - If you choose to bring the documents to NDE, you can drop them off at the agency’s reception desk. NDE is located on the 6th Floor of the State Office Building, 301 Centennial Mall (14 & M Streets) in Lincoln; business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.
 - Make copies of the documents **before** you drop them off – the NDE receptionist cannot make copies for you.

- ❑ **Email as a Scanned Adobe Acrobat (pdf) file**
 - Scan the documents into one Adobe Acrobat file in the following order:
 - Form A(s) - by family, followed by the birth certificate & custody verification, if not provided previously; & alphabetized by father’s last name, or mother’s last name if she is a single parent filer. If the parents live at separate addresses, note which address is the primary residence for the student.
 - Form B.
 - Information Summary, and other additional documents (i.e. curriculum summaries).
 The file name must include the name of the multi-family exempt school. Email as one attachment to beth.bolte@nebraska.gov from the Parent Representative’s or Exempt School’s Email address.
 - Birth Certificate - our office will accept a scanned color copy of a certified birth certificate in Adobe Acrobat (pdf) format; this means the document being scanned must have a stamped or raised seal by the issuing entity (i.e. Vital Records). If the stamped or raised seal is on the back of the certificate, provide a scanned copy of that page as well. *Note – we will request to view the original document if the scanned document does not appear to contain a stamped or raised seal or appears to be altered in any manner.*
 Following these guidelines will help in the timely processing of your submission. If you are not able to follow the instructions it will delay the response time and may require resubmission.

Do:

 - Scan all documents in color for legibility in one Adobe Acrobat (pdf) file.
 - Scan in order the reverse side of Page 1 and/or Page 2 of the Information Summary if used to provide additional information.
 - Scan the birth certificate in color so that the stamped or raised seal of the birth certificate is visible.
 - Name the file to include the name of the multi-family exempt school.
 - Include the file name (above) in the Email “Subject” line.
 - Send Email to beth.bolte@nebraska.gov only.
 - Mail or drop off the documents to NDE if you are not able to provide the documents as noted above.

Do Not:

 - Submit documents via Email from a 3rd party. (i.e. work Email, FedEx, Kinkos)
 - Submit documents as multiple attachments. (i.e. send each page as an attachment)
 - Submit documents from a secure file sharing site. (i.e. Dropbox)
 - Submit documents in formats other than Adobe Acrobat. (i.e. pictures of forms, jpg, gif)
 - Submit documents in multiple Emails. (i.e. attach the same document(s) and sending multiple times)

Reporting Changes Subsequent to the Initial Filing

It is the responsibility of the Parent Representative to promptly report changes that occur subsequent to the initial filing:	
Additional enrollment(s) during the school year:	Submit a Form A from each parent or legal guardian and the documentation specified in Section 004 of Rule 13 prior to the student’s enrollment (Rule 13, Section 003.02B).
Discontinuation of enrollment during the school year:	Notify NDE in writing by mail or be Email to beth.bolte@nebraska.gov (Rule 13, Section 003.02C). Include in the notice the student’s enrollment status (i.e. student is attending a Nebraska approved or accredited school, family has moved out of state, etc.). See also Rule 13, Section 010.
Change of parent representative during the school year:	The parents or legal guardians shall designate a new parent representative who shall promptly submit a new Form B (Rule 13, Section 003.02D).
Address change(s) during the school year:	Notify NDE in writing by mail or by Email to beth.bolte@nebraska.gov (Rule 13, Section 003.02E). Include in the notice the new resident school district (if it changes) so that the Department can notify your new resident school district of your exempt status (Rule 13, Section 005). Also include your new county of residence (if it changes).
Change in program of instruction or curriculum:	Notify NDE in writing by mail or be Email to beth.bolte@nebraska.gov.
Change of instructional monitor:	For new monitors added, provide the name, age and highest grade completed for each designated monitor (Item 3 of the Information Summary) and submit by mail or be Email to beth.bolte@nebraska.gov. If any monitors leave during the school year, notify NDE in writing by mail or be Email to beth.bolte@nebraska.gov.