



EXEMPT SCHOOL PROGRAM OFFICE

Nebraska Department of Education (NDE)

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ESP Website - www.education.ne.gov/fos/exempt-schools/

Exempt School Program Online Submission - <https://exemptschool.education.ne.gov>

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**Nebraska Exempt School Program
Instructions for a Rule 13 Exemption Via Online Submission
(2023/24 School Year)**

NOTE - These instructions are for the online submission only. If you choose to submit by paper, refer to "Instructions for a Rule 13 Exemption Via Paper Documents" rather than this document.

*No changes/additions/corrections to the information can be made online by the user post-submission.
Refer to "Reporting Changes Subsequent to Initial Filing" section of this document.*

This document is current as of July 7, 2023

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Before You Begin

- Review [Rule 13, Frequently Asked Questions \(FAQs\)](#), and this Instructions document.
- If you are renewing exempt status and this is the first time filing online, note that while the information requested has not changed, the reporting format is completely different from the paper forms.
- Designate the school's Parent Representative. This is the only individual who can enter information on behalf of the school, using their own, identifiable (not shared) email address, and is the point of contact with NDE.
- Scan and save applicable documents (one document per scanned file) in one of the following file types: jpg, jpeg, gif, png, and pdf. Name the attachments according to the contents (i.e. Form A-John Doe; Birth Certificate-James Doe; Divorce Decree-John Doe).
- Photos taken in digital high resolution may be permissible, if legible. Documents to be scanned beforehand include:
 - Each parent's completed and signed Form A (this is a two-page form). The Form A can be downloaded from the Exempt School Program website or from [here](#).
 - Do **not** use "fill & sign" applications such as Adobe to replace the actual (wet) signature.
 - **Note:** Each parent's signature can be authenticated by Email rather than attaching a scanned copy of the Form A document. The Email address must be this individual's own, identifiable (not shared) email address and signifies that individual's signature. Do **not** enter an Email address if it is not unique to this individual.
 - A birth certificate for each student, and if applicable, proof of sole custody or legal guardianship. If the stamp or seal appears on the reverse side, scan that page as well.
 - Legal documentation provided (court order) must include all pages of the order that pertain to the custody of the student, including the cover page, judge's signature page, and any related attachments.
 - Curriculum summary (if applicable).

Deadline

- Complete the submission by July 15, 2023, filings are accepted after this deadline.
 - We understand that opening the online submission so close to the July 15th deadline may cause you difficulties in completing the filing by that date. Rule 13 submissions **are** accepted after the July 15th date. We encourage you to submit as soon as you can, or by early August, if at all possible. We appreciate your patience!
- 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](#)).

Login (filed online for the previous school year)

Applies only if you filed online for the previous school year, and exempt status was still active at the end of the 2022/23 school year. If this is your first year filing online or you skipped a school year, skip to the next section to 'Register'.

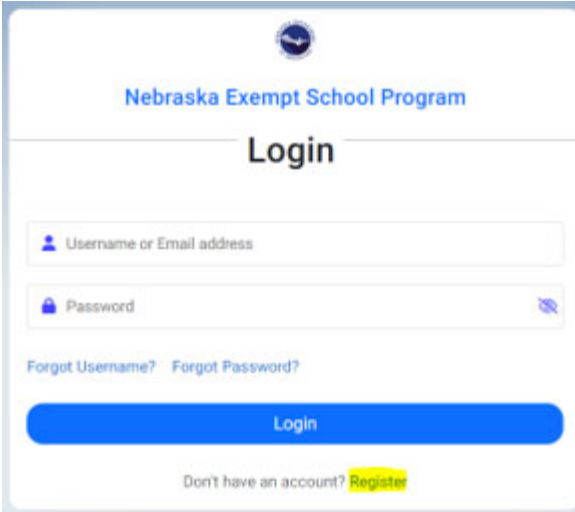
- Enter the online filing system at <https://exemptschool.education.ne.gov>
 - Click "Forgot Password?" to reset your access to the new Exempt School System since passwords were not transferred from the previous online system. An email will be sent with a temporary code. Copy the temporary code and paste into the password field. Complete the new password fields and then you can log in with new password.
 - If you do not remember the Username, click "Forgot Username?", then enter your email address.
- Once you are in the system you will see 2023/24 Schools – Welcome Back heading on the home page. You will click on the "Renew" to start your filing.
- Listed on the "Welcome back" splash page is a summary of your Exempt School data from 2022/23. This information is for review only; edits can be made in the applicable step once you have selected "Let's Get Started." To start your filing for 2023/24, review and check the Parent Representative Affirmation, then select "Let's Get Started" at the bottom of the screen.
 - **Step 1 Add/Modify Exempt School.** Review the Exempt School Name, physical address and mailing address. Click on "Save and Next Step".
 - **Step 2 Parent Representative Information.** Review Parent Representative Information, physical address, and mailing address. Check the checkbox 'I have reviewed my contact information'. Click on "Save and Next Step".
 - **Step 3 Student(s).** Review the student information, and if applicable, add/delete student(s). Use the red pencil under the Actions column, to edit the Student Enrollment Information and Indicate if dual enrollment and/or partial school year enrollment for each student, click on "Save & Close" after each student.
 - **Step 4 Parents/Legal Guardians Information.** Review information and edit as needed. Authenticate signatures via email or by uploading a signed Form A on the Authentication page by clicking on the red pencil under the Actions column, scroll to the Authentication section and select upload document or request authentication by email. Be sure to "Save" after selection.
 - **Step 5 Dates of Operation.** Enter the dates of operation and "Save Dates". Click on "Save and Next Step".
 - **Step 6 Curriculum.** Select the subject areas offered at the Exempt School by clicking on each subject. Enter a written description or upload curriculum/program of instruction information (upload optional). Click on "Save and Next Step".
 - **Step 7 Instructional Monitors and Grades.** Review information and edit as needed. Enter grade(s) and instructional monitor(s) responsible by subject by clicking on the blue plus sign. "Save" each grade level, subject and monitor. Click on "Save and Next Step".
 - **Step 8 Completion Check and Submission.** Review this step for any warnings and/or errors. Warnings will not prohibit from you from submitting your Exempt School filing.
 - Review & correct Errors (must be done before you submit).
 - Review and correct Warnings where applicable.

- Once Errors & Warnings are corrected, Click the “Submit Exempt School Filing”.
- **Once Submitted to NDE.** Note: once you have submitted, changes, additions, or corrections cannot be made online.

Register (New filer)

If you filed online for 2022/23 school year and exempt status was still active at the end of the school year, skip this section; do not create another account. See “Login” section above.

- Enter program at <https://exemptschool.education.ne.gov> and select “Register.”
- Enter your First & Last name, Username (optional), Email Address (twice), and Password (twice), then click the “Register” button. A validation email will be sent to you.
 - Open the email, copy the Validation Code,” click the link to confirm your account, and enter the “Validation Code,” then “Return to the Login Page.” Once there, enter the username or email address and password, the “Login.”
 - If you do not receive an email, check your spam folder to be sure emails from NDE are not blocked.



The screenshot shows the login interface for the Nebraska Exempt School Program. At the top, there is a logo and the text "Nebraska Exempt School Program". Below this is a "Login" heading. There are two input fields: "Username or Email address" and "Password". Below the password field are links for "Forgot Username?" and "Forgot Password?". A large blue "Login" button is centered below these fields. At the bottom, there is a link that says "Don't have an account? Register".

Exempt School and Parent Representative Information

This is information about the Exempt School and the Parent Representative.

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.

After logging in the home page for Exempt School online filing system will open.

Nebraska Exempt School Program

? Help/Links

2023/2024 Schools

Add School Filing

Filter

Id	School	E-mail	Phone	Status	Student Count
----	--------	--------	-------	--------	---------------

Items per page: 5 0 of 0

Click on ‘Add School Filing’ button on the right side of the page. The following page will open as shown below.

Review the information on the Parent Representative Authentication page, then click on the “Yes” button that you are the Authorized Parent Representative. Only the exempt school’s designated Parent Representative can enter and submit online.

https://exemptschoollegacyuat.education.ne.gov/home

Nebraska Exempt School Program

? Help Aeshv

Parent Representative Authentication

1

2

Parent Representative Authentication

Parents (or legal guardians) may educate their child at home by electing not to meet State approval or accreditation requirements (Section 79-1601 R.R.S.). In Nebraska, "home schools" are referred to as exempt schools and are considered non-approved or non-accredited schools. By filing for and receiving exempt status, parents are electing not to have their child attend a school that meets State approval and accreditation requirements while also complying with the mandatory school attendance law (Section 79-201 R.R.S.).

For more information, please visit the NDE Exempt (Home) School Program website at www.education.ne.gov/fos/exempt-schools

- The parents or legal guardians of the children who attend or will attend the exempt school shall designate an authorized Parent Representative.
- This is the school agent or "principal" and may be one of the parents or guardians; whoever is responsible for filing the paperwork.

Are you the Authorized Parent Representative (or the parent serving as the Authorized Parent Representative) using your own, identifiable (not shared) email address?

If you are not the Authorized Parent Representative, you cannot complete the online submission for this exempt school; third party filings are not allowed. Students cannot complete the filing in place of their parents. The Authorized Parent Representative must create their own account to complete the online submission.

Yes No Cancel

Ensure that the first name and last name are correct and click on 'Yes, I am the Parent Representative' button shown in the screenshot below.

Parent Representative Authorization

1

2

Parent Representative Authentication

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. All online forms are completed by one person per Exempt School. By selecting "Yes, I am the Parent Representative," you are "signing" the Parent Representative Form (Rule 13, Form B) and are affirming the following:

- I do hereby accept such appointment and agree to carry out the duties assigned to me by 79-1601 R.R.S. and Title 92, Nebraska Administrative Code, Chapter 13.
- I understand that such duties shall include:
 - Securing and submitting to the Commissioner information specified in Chapter 13 regarding student enrollment and attendance, monitors, and the sequential program of instruction
 - Making arrangements with the exempt school operators in the event that a school visit and/or testing is requested by the Commissioner.
- I affirm that I have attached a Statement of Election and Assurances (Form A) signed by each parent or legal guardian of a child who is of mandatory attendance age enrolled in the school.
- The statements contained in this document are true and accurate and I am the designated Parent Representative listed at the top of this form. I further understand that providing false information or signature could carry criminal penalties under Nebraska Law.

If you are not the Authorized Parent Representative, this account must be closed by sending an email request to beth.bolte@nebraska.gov. Include the username and your full name in the request.

My first name is: Jonathan

My last name is: McCall

This is the same name as your online account. Please contact NDE if this changes.

Back Yes, I am the Parent Representative No, I am NOT the Parent Representative Cancel

STEP 1: Exempt School Setup

- **Enter the following exempt school-related information:**
 - Name the Exempt School [This is **not** the name of your local school district.];
 - Physical Address of the School (where the instruction is taking place) [This is **not** the address of your local school district.];
 - Mailing Address of the School (or click “Same as Physical Address” if the same) [This is **not** the name of your local school district.];
 - Click on “Save and Next Step”.

Add Exempt School

Exempt School Information

Step 1

Exempt School Name

Physical Address of the school

Address Line 1

Address Line 2 (optional)

City

State

NE

ZIP

ZIP Lookup

Mailing Address of the school

☐ Exempt school's mailing address is the same as the physical address

Address Line 1

Address Line 2 (optional)

City

State

ZIP

One or more required fields are not set

Save and Next Step

STEP 2: Parent Representative Information

- **Enter the following Parent Representative-related information:**
 - View the First Name, Last Name and Email address are the same as how you logged into the system (this information is not editable).
 - Complete the Physical Address section (or select “Exempt school’s mailing address is the same as my physical address”)
 - Complete Mailing address (or select “My mailing address is the same as my physical address”)
 - Phone number is optional.
- If complete and accurate, check the checkbox “I have reviewed my contact information.”
- Click on “Save and Next Step”.

Nebraska Exempt School Program ? Help

Add Exempt School
The prior year for your exempt school has been loaded, please go through Steps 1-8 to verify that this information has not changed and then submit the filing

Exempt School Information Step 1

Parent Representative Information Step 2

Physical Address
☒ Exempt school's mailing address is the same as my physical address

Address Line 1

Address Line 2 (optional)

City

State

ZIP

[ZIP Lookup](#)

Mailing Address
☒ My mailing address is the same as my physical address

Address Line 1

Address Line 2 (optional)

City

State

ZIP

STEP 3: Student(s)

Student Information

List only the students who are of mandatory school attendance age. (See Section B of the FAQs document.)

For the 2023/24 school year:

- If the student was born in the calendar year 2018 or later, he/she is **below** the required age to file for exempt status.
- If the student was born prior to September 1, 2005, he/she is **over** the required age to file for exempt status.

Note - the system will not allow you to enter information for a student that is below or above the mandatory attendance age; see information in the box above.

Click on Add Student button.

The screenshot shows the 'Add Exempt School' form within the 'Nebraska Exempt School Program' interface. The form is divided into three steps: Step 1 (Exempt School Information), Step 2 (Parent Representative Information), and Step 3 (Student(s)). Step 3 is currently active. Below the step indicators, there is a table with columns for Name, Birth Date, Birth Certificate, Previous Enrollment, Dual Enroll, Partial Year Enroll, Residence District, County of Residence, and Parent(s). At the bottom right of the form, there are 'Previous' and 'Next' buttons. A blue 'Add Student' button is located to the right of the step indicators.

Complete the following Student Information section:

- First Name, Last Name, Suffix (if applicable), and Date of birth.
 - *Note - the system will not allow you to enter information for a student that is below or above the mandatory attendance age; see information in the box on page 10.*

Birth Certificate & Other Related documents

- Select and upload the file(s) of the student's birth certificate. Click on the paperclip icon.
- If applicable, "Choose file" and then "Upload" the file(s) of sole custody verification, proof of legal guardianship, death certificate if one of the parents is deceased, etc.
 - Legal documentation provided (court order) must include all pages of the order that pertain to the custody of the student, including the cover page, judge's signature page, and any related attachments.
- The birth certificate and other related documents, such as sole custody verification, must be attached to each student.
- When all files have been uploaded, click "Next".

Nebraska Exempt School Program ? Help Aeshwarya...

Add Student

(All fields are mandatory unless marked optional)

1 Student Information

First Name Last Name Suffix

Date of Birth

Choose a date* MM/DD/YYYY

Upload Birth Certificate

No birth certificate uploaded yet.

Other Documents

If applicable, please load any other documentation pertinent to this student. This can include, but not limited to: court order showing sole legal custody, adoption order, death certificate if one of the parents is deceased, court ordered legal guardianship, etc.

Upload the file containing curriculum description or summary

Choose File No file chosen

Choose a file in order to upload

Upload

Next

One or more required fields are not set. Cancel Save & Close

Complete the Student Residence Information section:

- Select the County of Residence. Once a county is selected, a selection of possible resident school districts will appear in the dropdown box.
- Select the Public School District of Residence
- Click “Next”

Nebraska Exempt School Program

? Help Aeshwar

Add Exempt School

The prior year for your exempt school has been loaded, please go through Steps 1-8 to verify that this information has not changed and then submit the filing

Add Student

(All fields are mandatory unless marked optional)

1 Student Information

2 Student Residence Information

County of Residence

DOUGLAS

Please select the Nebraska County in which you live.

Public School District of Residence

MILLARD PUBLIC SCHOOLS

Based on your county, please select one of the following School Districts in which you live. If you are unsure, please contact your County Assessor's office.

Back Next

3 Student Enrollment Information

One or more required fields are not set. Cancel Save & Close

Complete the Student Enrollment Information section:

- Select if this student is Initial (First) Year, Renewal from last school year (2023/23), or Past Enrollment, but not from the previous school year (provide last year filed in drop down box if this option is selected).
- Dual enrollment - yes or no. If yes, provide a brief explanation.
Example: Johnny is attending Public School for math and some elective courses, all other classes are provided by the exempt school.
- Partial year enrollment - yes or no. This applies to a mid-school year submission. If yes, provide a brief explanation.
Example: Johnny was attending public school from August 20 through November 30. Or, our family moved into Nebraska in December.
- Click on the “Save & Close” button.
- On the next page, you can either select “Add Student” or if you have finished entering all students go to Step 4 Parent(s).

NOTE - Once you finish adding all student(s) in step 3, and parents in step 4, you will link the parent to the student(s) in step 4.

The screenshot shows the 'Add Student' form for the Nebraska Exempt School Program. The form is titled 'Add Student' and includes a sub-header '(All fields are mandatory unless marked optional)'. The form is divided into three steps: 1. Student Information, 2. Student Residence Information, and 3. Student Enrollment Information. Step 3 is currently active. The form contains two main sections: 'Previous Enrollment' and 'Dual Enrollment'. The 'Previous Enrollment' section asks 'Has this student ever been enrolled in a Nebraska Exempt School?' with three radio button options: 'No, this is their first year', 'Yes, this is a renewal from last year', and 'Yes, but not last year'. To the right of these options are three definitions: 'Initial (First) Year' (This student has never attended an Exempt School), 'Renewal' (This student attended an Exempt School in the previous school year), and 'Past Enrollment' (This student attended an Exempt School in the past, but not during the previous school year). The 'Dual Enrollment' section asks 'Dual Enrollment' with two radio button options: 'No' and 'Yes'. To the right of these options are two definitions: 'No - Not Dual Enrolled' (No, Student does not attend a Nebraska approved/accruited K-12 school simultaneously with the exempt school) and 'Yes - Student is Dual Enrolled'. At the bottom right of the form, there is a message: 'One or more required fields are not set. Cancel Save & Close'.

Add Exempt School

The prior year for your exempt school has been loaded, please go through Steps 1-8 to verify that this information has not changed and then submit the filing.

Add Student

(All fields are mandatory unless marked optional)

Has this student ever been enrolled in a Nebraska Exempt School? ☐ No, this is their first year
☒ Yes, this is a renewal from last year ☐ Yes, but not last year

Initial (First) Year

This student has never attended an Exempt School

Renewal

This student attended an Exempt School in the previous school year.

Past Enrollment

This student attended an Exempt School in the past, but not during the previous school year.

Dual Enrollment

☒ No ☐ Yes

No - Not Dual Enrolled

No, Student does not attend a Nebraska approved/accredited K-12 school simultaneously with the exempt school.

Yes - Student is Dual Enrolled

Yes, Student also attends a Nebraska approved/accredited K-12 school simultaneously with the exempt school. Enrollment in an online school or courses through a post-secondary school are not considered dual enrollment. Provide a brief explanation of the student's dual enrollment. Example: Johnny is attending public school for math and some electives, all other classes are provided by the exempt school.

Partial Enrollment

☐ No ☒ Yes

Explanation

Not a Partial School Year Enrollment

No, this Student will attend the Exempt School for the full school year.

Yes, Partial School Year Enrollment

Yes, this Student is attending the Exempt School for part of the school year. Provide a brief explanation for the student's partial year enrollment. Example: A student was attending public

Cancel Save & Close

STEP 4: Parent(s)

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 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 birth mother was never married to the birth father, and there is no standing court order addressing legal custody, the mother can provide a signed and dated statement to that effect.

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 a parent is on military assignment and cannot be contacted and supplied with the Form A, and the other parent has power of attorney for such matters, then that parent would complete and sign both Form A's (one for herself/himself and one on behalf of their spouse) and attach a copy of the power of attorney document.

Add Parent(s) information section:

Click the “Add Parent” button:

Nebraska Exempt School Program

Help

Add Exempt School

The prior year for your exempt school has been loaded, please go through Steps 1-8 to verify that this information has not changed and then submit the filing

Exempt School InformationStep 1

Parent Representative InformationStep 2

Student(s)Step 3

Parent(s)Step 4

Dates of OperationStep 5

Curriculum InformationStep 6

Instructional Monitors and GradesStep 7

Completion Check and SubmissionStep 8

Add Parent

Name	Authentication Status	Email	Student(s)	Edit/Remove Parent
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Refresh Authentication Status

Previous

Next

Complete the following information for Parent(s).

- Complete the First Name, Last Name fields;
- Complete the Physical Address;
- Complete the Mailing address or select “My mailing address is the same as my physical address” checkbox;
- Email address (optional*)
 - An email address is required if the parent’s signature will be authenticated by Email rather than by signing and uploading their Form A. The Email address must be this individual’s own, identifiable (not shared) email address and signifies that individual’s signature. An email address cannot be used to authenticate more

than one person's signature. **Do not** enter an Email address if it is not unique to this individual.

- Phone Number (optional)
- Select Religious or Other exemption.
 - **Note:** The parent must be linked to each student to be listed on the parent's Statement of Election and Assurances (Form A).
- To add another parent/legal guardian, repeat the above-noted process.

Add Parent

(All fields are mandatory unless marked optional)

First Name	Last Name
<input type="text"/>	<input type="text"/>

Physical Address	Mailing Address
<input type="checkbox"/> My mailing address is the same as my physical address	
Address Line 1	Address Line 1
<input type="text"/>	<input type="text"/>
Address Line 2 (optional)	Address Line 2 (optional)
<input type="text"/>	<input type="text"/>
City	City
<input type="text"/>	<input type="text"/>
State	State
<input type="text" value="NE"/>	<input type="text" value="NE"/>
ZIP	ZIP
<input type="text"/>	<input type="text"/>
ZIP Lookup	

Please enter the contact information of the Parent/Legal Guardian

One or more required fields are not set **Cancel** Save & Close

Add Parent

(All fields are mandatory unless marked optional)

Please enter the contact information of the Parent/Legal Guardian

The Email address is optional, but it is required if the parent's signature on the Form A will be authenticated by email rather than by signing and uploading their Form A.

Note - the Email address must be this individual's own, identifiable (not shared) email address and signifies that individual's signature. **Do not** enter an Email address if it is not unique to this individual.

Email Address (optional, only required if using e-mail authentication)

Phone Number (optional)

Schools are exempt from state approval and accreditation requirements when such schools elect not to meet those requirements because one of two exemptions.

Religious Exemption

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.

Other Exemption

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 immunization requirements in Section 79-217 of the Revised Statutes of Nebraska with exception as provided in Sections 79-221 and 79-222.

Select the exemption you are requesting:

One or more required fields are not set **Cancel** Save & Close

☒ Other Exemption

Authentication

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 mandatory 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.

Select the authentication method you are requesting:

A parent needs to have one student in order to provide authentication.

- ☐ Upload Scan of Parent's signed Form A. Please make sure to scan and upload both pages of the filled out and signed Form A.

Please make sure to scan and upload both pages of the filled out and signed Form A. The first page must list all student's names. The Form A document can be downloaded from [this link](#).

- ☐ Request Email Authentication. An email will be sent out from NDE to the parent's email address listed above. They will agree to the above statement online.

An e-mail will be sent out from NDE to the parent's e-mail address listed above. They will agree to the above statement online.

Cancel Save & Close

NOTE - Once you have finished adding all parents/legal guardians, return to Step 4 Parent(s) grid to link each parent/legal guardian to a student.







Link Instructions: (this is to identify/link each parent/legal guardian to a student):

- On the Parent(s) page - Click on the link button under the Student(s) column. (For example the one highlighted in yellow below is a parent that has not been linked to a student).

Parent(s)

Step 4

Add Parent

Name	Authentication Status	Email	Student(s)	Actions
TestingParentOne Testing	No		0 Linked 	 
TestingParentTwo Testing	No		0 Linked 	 

Refresh Authentication Status

Previous

Next

- After clicking on the link icon, the 'Set Student Parent Link' page displays so you can link the Parent/Legal Guardian to the student(s).
- Select only the student(s) related to the parent to which you are linking.
- Repeat the process for any remaining students not linked to a parent/legal guardian. Parents/Legal Guardians that are linked to a student will show in Student column on the Parent(s) page.
- Click "Save & Close".

Set Student Parent Link

Select the parents that are associated with this student

Name	Birth Date	Birth Certificate	Previous Enrollment	Dual Enroll	Partial Year Enroll	Residence District	County of Residence	Select Student	<input type="checkbox"/> All
TestStudentOne Testing	10/15/2015	No	No, this is their first year	No	No	KENESAW PUBLIC SCHOOLS	ADAMS	<input type="checkbox"/>	
TestingStudentTwo Testing	08/01/2012	No	No, this is their first year	No	No	KENESAW PUBLIC SCHOOLS	ADAMS	<input type="checkbox"/>	

Cancel Save & Close

Complete the authentication (signature) process or upload a signed Form A for each parent/legal guardian. Click the “Edit” icon in the Actions column to proceed to that parent’s authentication page; repeat for each parent. The authentication (signature) is finished if a “Yes” displays in the “Authentication Status” column on the Parent(s) page.

To start the authentication process click on the Edit icon under the Actions column.

Parent(s) Step 4

[Add Parent](#)

Name	Authentication Status	Email	Student(s)	Actions
TestingParentOne Testing	Yes		2 Linked	
TestingParentTwo Testing	No		0 Linked	

[Refresh Authentication Status](#)

[Previous](#) [Next](#)

- The Edit Parent page will display. Scroll to the bottom of the page in order to select to authenticate via email or the upload process.
- Read the Authentication affirmation statements, then one of the following must occur:
 - I am the parent, and I agree to the above statement. [Only applies if you are both the Parent & Parent Representative entering the information, as well as the parent.] Initial the box; then select “I agree.”
 - Upload Scan of Parent’s signed Form A (this is a two-page form).
 - Do not use “fill & sign” applications such as Adobe to replace the actual signature.
 - Request Email Authentication. Select “Send Email.” An email will be sent to the parent requesting them to click for more information, review, then select “I agree.” The parent representative will be notified once the parent has responded to the email.
 - Click Save & Close after you have selected your option of authentication.

Note: You may need to click the “Refresh Authentication Status” button after you have selected email or upload.

Edit Parent

All fields are mandatory unless marked optional)

- ☐ Religious Exemption
- ☒ Other Exemption

Authentication

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 mandatory 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.

Select the authentication method you are requesting:

- ☐ Upload Scan of Parent's signed Form A. Please make sure to scan and upload both pages of the filled out and signed Form A.

Please make sure to scan and upload both pages of the filled out and signed Form A. The first page must list all student's names. The Form A document can be downloaded from [this link](#).

- ☐ Request Email Authentication. An email will be sent out from NDE to the parent's email address listed above. They will agree to the above statement online.

An e-mail will be sent out from NDE to the parent's e-mail address listed above. They will agree to the above statement online.

Cancel Save & Close

STEP 5: Dates of Operation (Calendar) Information

The exempt school period of operation 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. Refer to Section D of the FAQs document for further information about dual, partial-year, and add-on enrollments.

- Provide the beginning and ending dates of the school year. *The instruction must take place during the reporting period of July 1, 2023 to June 30, 2024.*
- Select “Save Dates.” If needed, there is an option to change the enrollment dates for a student by clicking on “Change Dates” button under the Action column.
- Click the “Save and Next Step” button.



Dates of Operation

Step 5

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 and June 30 of the current school year. The hours of instruction may be prorated based upon the remaining balance of the school year.

School Start date

School End date

Start date*
7/5/2023



MM/DD/YYYY

End date*
6/21/2024



MM/DD/YYYY

Save Dates

Student Name	Birth Date	Status	Action
TestStudentOne Testing	10/15/2015	Start Date of 07/05/2023 (age 7) to 06/21/2024	Change dates
TestingStudentTwo Testing	08/01/2012	Start Date of 07/05/2023 (age 10) to 06/21/2024	Change dates

Save and Previous Step

Save and Next Step

STEP 6: Curriculum Information

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 (Rule 13, Section 004.03). 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. Attach a curriculum description or summary if additional space is needed.

- Select each of the subject areas provided. *Note - only core areas identified in Rule 13 are listed. Use the description box or upload a summary if further explanation is necessary (i.e. electives).*
- Provide a written description and/or upload a file with the summary.
- Once finished, click “Save & Next Step”.

Select which subjects will be taught, and 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. A listing of the textbooks (including title and publisher) you are using is also acceptable. Use the upload option below as necessary.

If you are using a curriculum series or online program, identify, by subject, in the written description or uploaded curriculum description or summary.

Program of Instruction

Select the subject areas offered at the Exempt School

Language Arts

Mathematics

Science

Social Studies

Health

Written description (1000 character limit)

Curriculum description or summary.

0 / 1000

Upload your curriculum description or summary(optional)

Upload the file containing curriculum description or summary

Choose File

No file chosen

Choose a file in order to upload

Upload

STEP 7: Instructional Monitors and Grades

This is the individual(s) designated to do the teaching at the exempt school (Rule 13, Section 004.02). 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). If any new monitors are added during the school year, the same information for such persons shall be promptly submitted in writing to the Commissioner. If any monitors leave during the school year, this shall also be promptly submitted in writing to the Commissioner.

Click on Instructional Monitors and Grades Step 7 to expand the page if it is not expanded. The following page will display.



Instructional Monitors and Grades

Step 7

Instructional Monitors

This is the individual(s) designated to do the teaching at the exempt school.



- This information must be completed for all on-site instructional monitors (including the parent(s) or legal guardian(s) if designated as an instructional monitor).
- For each onsite instructional monitor at the Exempt School, use '+' to add their information.
- Do **not** list the name of an online school or the name of the online school instructor(s).
- Do **not** list the name of the student.

First Name/MI	Last Name	Age	Highest Grade Completed	Comments	+
TestingParentOne	Testing	50	Bachelors Degree		 

Grades, Subjects and Monitors

For each of the grade level(s) offered at the Exempt School, use '+' to identify the name of the instructional monitor who is responsible for each of the subject areas. All instructional monitors listed must be added in Instructional Monitor(s) above to this section.

- Select the grade level(s) **for this school year only**.

Grade	Language Arts	Mathematics	Science	Social Studies	Health	+
2	TestingParentOne , Testing	TestingParentOne , Testing	TestingParentOne , Testing	TestingParentOne , Testing	TestingParentOne , Testing	 

Save and Previous Step

Save and Next Step

- Click on the “+” sign to the right of the Instructional Monitors grid to “Add Instructional Monitor(s).”
 - Do **not** list the name of an online school or the name of the online school instructor(s).
 - Do **not** list the name of the student. [A student cannot monitor his/her own instruction.]
- For each monitor, provide the first & last name, age, and highest grade completed and a comment (optional); then “Save and Next Step”.
- The Monitor just added will display in the grid under Instructional Monitors section.

Add Instructional Monitor

First Name
Required field

Last Name

Age

Highest Grade Completed*

Comments

Save Cancel

Indicate the grade level(s) offered for the 2023/24 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 (Rule 13, Section 004.03).

- Click on the “+” sign to Add Grades, Subjects and Monitors.
- Select the grade from the dropdown box, then select the primary monitor responsible for each applicable subject, then click “Save”.
 - If a particular subject at a particular grade level will not be provided, do not list a monitor.
 - If the monitor is not listed in the drop down box, go back to the Add Instructional Monitor(s) page.
- Repeat for all grades offered during the 2023/24 school year **only**.
- Click “Save and Next Step” button.

Add Grades, Subjects and Monitors

Grade* ▼

Language Arts* ▼

Mathematics* ▼

Science* ▼

Social Studies* ▼

Health* ▼

Save
Cancel

Step 8: Completion Check and Submission

- Review and correct the Errors, if applicable. *You cannot submit with Errors.*
- Review and correct the Warnings, if applicable.
- When all errors/warnings have been fixed, click “Submit Exempt School Filing” button.
- ***Once submitted, no changes/additions/corrections to the information can be made online by the user.***

Nebraska Exempt School Program
? Help Ae

Completion Check and Submission
Step 8

The parent representative is present in the system.

Exempt School Information (Step 1) [Go to step](#)

Completed: Yes

Parent Representative Information (Step 2) [Go to step](#)

Completed: No Parent Representative Information is incomplete

Students (Step 3) [Go to step](#)

Student count: 1

All students have birth certificates: No At least 1 student does not have a birth certificate

Parents (Step 4) [Go to step](#)

Parent count: 0 There must be at least 1 parent

Parent Student Link count: 0 There must be at least 1 parent student link

Students are linked to at least 1 parent: Yes

Parents are linked to at least 1 student: No There is at least 1 parent not linked to a student

All Exemption reasons are the same: Yes

Authentications:

All Parents are authenticated: Yes

Parents authenticated as Parent Representatives: 0

Dates of Operation (Step 5) [Go to step](#)

School start date is earlier than end date: Yes

Student dates are within the school's start and end date: No At least one student's start date or end date is not within the school's start and end dates

School has a start and end date: Yes

Curriculum Information (Step 6) [Go to step](#)

Completed: Yes

Curriculum Information file uploaded: No curriculum Information file uploaded

Instructional Monitors and Grades (Step 7) [Go to step](#)

Instructional Monitors: 0 There must be at least 1 monitor

After Submission

- Allow up to 6 weeks for processing.
- If the submission is incomplete, you will be notified by email from nde.exemptschool@nebraska.gov and given the opportunity to provide the missing information within an allotted time frame.
- If the submission is complete, you will receive an email with a prompt to save and/or print the Acknowledgement Letter for your records.

Reporting Changes Subsequent to the Initial Filing

Note: No changes/additions/corrections to the information can be made online by the user post-submission.

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:	Prior to/or promptly upon the student's enrollment, submit by mail or by email to nde.exemptschool@nebraska.gov , a Form A from each parent or legal guardian (if one parent has sole legal custody, provide verification), the documentation specified in Section 004 of Rule 13 (Information Summary), and the student's birth certificate. (Rule 13, Section 003.02B).
Discontinuation of enrollment during the school year:	Notify NDE in writing by mail or by email to nde.exemptschool@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). Notify NDE in writing by mail or by email to nde.exemptschool@nebraska.gov .
Address change(s) during the school year:	Notify NDE in writing by mail or by email to nde.exemptschool@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 by email to nde.exemptschool@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 by email to nde.exemptschool@nebraska.gov . If any monitors leave during the school year, notify NDE in writing by mail or by email to nde.exemptschool@nebraska.gov .