



**EXEMPT SCHOOL PROGRAM OFFICE**  
Nebraska Department of Education (NDE)  
PO Box 94987  
Lincoln NE 68509-4987  
Website - [www.education.ne.gov/fos/exempt-schools/](http://www.education.ne.gov/fos/exempt-schools/)  
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Phone: 402/471-0336

## Nebraska Exempt School Program Instructions for Exempt School Filing Via Paper Documents (2024/25 School Year)

*NOTE - These instructions are for paper submission only.  
If you choose to submit online, refer to "Instructions for Online Submission"  
rather than this document.*

**This document is current as of June 3, 2024**

### Before You Begin

- Review [Rule 13, Frequently Asked Questions \(FAQs\)](#), and this Instructions document.
  - The passage of LB 1027, 2024, amended section 79-1601 (2) through (6). LB 1027, 2024 and a summary of the changes are available on the Exempt School Program Website: <https://www.education.ne.gov/fos/exempt-schools/>.
- Due to these amendments, many provisions of Rule 13 have been eliminated or changed. Rule 13 is currently under revision. Provisions of Rule 13 **not** affected by the passage of LB 1027, 2024 are still effective.
- Designate the school's Parent Representative. This is the only individual who files the documents on behalf of the exempt school and is the point of contact with NDE.
  - New filers - Collect the birth certificate for each student, and if applicable, proof of legal guardianship or proof of educational decisionmaker.
    - 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.
  - Renewal filers - If the student was previously enrolled as an exempt school student, these documents should be on file with NDE.
  - 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 2024/25 exempt school forms.

### Deadline

- Complete the submission by July 15, 2024, filings are accepted after this deadline.
  - Submissions **are** accepted after the July 15<sup>th</sup> date. We encourage you to submit as soon as you can.
- A parent, legal guardian or educational decisionmaker 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](#)).
- A parent, legal guardian or educational decisionmaker 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](#)).
- Submit **by mail only** (do not fax or email the documents); or drop off the documents at the Lincoln NDE office; see Page 4.

## What Do I Submit to NDE?

- Statement of Election and Assurances [2-page form] (completed by a parent, legal guardian, or educational decisionmaker)
- Authorized Parent Representative form (different from the Statement of Election & Assurances)
  - completed and signed by Parent Representative (see page 3 of the instructions)
- Birth Certificate(s) if not previously provided to NDE (see page 3 of the instructions)
- Legal document(s) related to the filing (i.e. legal guardianship or educational decisionmaker orders), if applicable
  - 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.

## Statement of Election and Assurances (by Parent, Legal Guardian, Educational Decisionmaker)

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, the parent, legal guardian, or educational decisionmaker of the children who will attend the exempt school and who are of mandatory attendance age must complete and sign a Statement of Election and Assurances.

- If the filer is the legal guardian or educational decisionmaker, a copy of the documentation lawfully appointing the filer(s) as the legal guardian or educational decisionmaker must be submitted with the completed Statement of Election and Assurances.

### Parent, Legal Guardian, or Educational Decisionmaker Information

- Complete the name & contact information for the parent, legal guardian or educational decisionmaker.
  - NDE will correspond with the parent representative via Email, if an address is provided.
  - If you do not know your resident school district, contact the County Assessor's Office.

### Initial (First) Year or Renewal (Select One)

- Select Box 1 if this is your initial (first) year; Box 2 if renewing from the 2023/24 school year, or Box 3 if you filed in the past, but not during the 2023/24 school year.
- Box 4 applies only if you have filed, received the acknowledgement letter, and subsequently add another student to the 2024/25 roster.
- If it has been more than five school years since you last filed, NDE no longer has the birth certificate and proof of custody/legal guardianship.

### 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 mandatory school attendance age. (See Section B of the FAQs document.)  
For the 2024/25 school year:
- If the student was born in the calendar year 2019 or later, he/she is **below** the required age to file for exempt status.
- If the student was born prior to September 1, 2006, he/she is **over** the required age to file for exempt status.

### Name & Address of the Exempt School

- Complete the name & address information for the exempt school.
- Do **not** use the name of your local school district. It is your choice to name your school. For example, some families use their last name and add the words "home school." Do **not** use the address of your local school district. 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.

### Designation of Parent Representative

- This is the person (usually a parent, legal guardian or educational decisionmaker) completing the Authorized Parent Representative Form and is responsible for filing the paperwork.

### Signature

- Review the document for thoroughness and read the affirmation statement.
- Sign & date the Form. Do **not** use "fill & sign" applications such as Adobe to replace the actual (wet) signature.

## Authorized Parent Representative Form

The parent, legal guardian, or educational decisionmaker of the children who attend or will attend the exempt school shall designate an authorized parent representative, who may be one of the parents, legal guardians, or educational decisionmakers, and who will be responsible for submitting information required by 79-1601 R.R.S., subsections (2) through (6).

### Parent Representative Information

- Complete the name & contact information for the parent representative. NDE will correspond with the parent representative via Email, if an address is provided.

### Exempt School Information

- Complete the name & address information for the exempt school.
- Do **not** use the name of your local school district. It is your choice to name your school. For example, some families use their last name and add the words “home school.” Do **not** use the address of your local school district. 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.

### 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, 2024 to June 30, 2025.
- 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.
  - Partial School Year Examples: 1) Johnny was attending public school from August 20 through November 30. 2) Our family moved into Nebraska in December.
  - Dual Enrollment Example: Johnny is attending Public School for math and some elective courses, all other classes are provided by the exempt school.
- 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.

### Signature

- Review the document for thoroughness and read the affirmation statement.
- Sign & date the Form. Do **not** use “fill & sign” applications such as Adobe to replace the actual (wet) signature.

## Birth Certificate

Pursuant to Section 43-2007(3) R.R.S. (part of the Missing Children Identification Act), upon enrollment of a student who is receiving his or her education in an exempt school subject to sections 79-1601 to 79-1607, the parent or legal guardian of such student shall provide either (a) a certified copy of the child’s birth certificate or (b) other reliable proof of the child’s identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate (Rule 13, Section 009).

- Submit a copy of the certified birth certificate with the 2024/25 exempt school forms if the document was not previously provided to this office. NDE will accept a photocopy. *Note - The document being photocopied must have a stamped or raised seal by the issuing entity (i.e. Vital Records). We will request to view the original document if it does not appear to contain a stamped or raised seal or appears to be altered in any manner.*
- 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.

### Final Steps

- Review documents for accuracy and completion and make a copy for your records.
- Filings by paper must be sent via mail or dropped off at NDE (*no faxes or emails will be accepted*).
  - Mailing address for correspondence through the U.S. Mail – Exempt School Program Office, Nebraska Department of Education, PO Box 94987, Lincoln, NE 68509-4987
  - Physical address for dropping off a submission is 500 S. 84th Street, Lincoln. Front Desk personnel are available from 8-5, Monday-Friday. *It is suggested to make copies of the documents before you drop them off.*

### After Submission

- Once the information is received and logged, and if the Parent Representative has listed an email address, they will receive an automated email with an attachment letter listing the names of the children for which they filed. If no email address is provided for the Parent Representative, a letter is sent by regular mail. The Nebraska Department of Education will contact you if (a) corrections are needed to any of the information you have submitted, or (b) additional information required by law is needed.

### 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:	Prior to/or promptly upon the student's enrollment, submit by mail or by email to <a href="mailto:nde.exemptschool@nebraska.gov">nde.exemptschool@nebraska.gov</a> , a Statement of Election & Assurances from the parent, legal guardian or educational decisionmaker, the enrollment dates, the student's birth certificate, and if applicable, proof of legal guardianship or educational decisionmaker.
Discontinuation of enrollment during the school year:	Notify NDE in writing by mail or by email to <a href="mailto:nde.exemptschool@nebraska.gov">nde.exemptschool@nebraska.gov</a> . 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 parent, legal guardian or educational decisionmaker shall designate a new parent representative who shall promptly submit a new Authorized Parent Representative Form. Notify NDE in writing by mail or by email to <a href="mailto:nde.exemptschool@nebraska.gov">nde.exemptschool@nebraska.gov</a> .
Address change(s) during the school year:	Notify NDE in writing by mail or by email to <a href="mailto:nde.exemptschool@nebraska.gov">nde.exemptschool@nebraska.gov</a> (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).

NEBRASKA DEPARTMENT OF EDUCATION  
EXEMPT SCHOOL PROGRAM OFFICE

**STATEMENT OF ELECTION AND ASSURANCES**  
Parent, Legal Guardian, or Educational Decisionmaker Form

2024/25 School Year  
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**Parent, Legal Guardian, or Educational Decisionmaker 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 the 2023/24 School Year
- 3.  Filed in the past, but not during the 2023/24 school year (last school year filed: \_\_\_\_\_)
- 4.  Adding a child to the 2024/25 school year exempt school roster *(only applies if already filed/received exempt status for another child(ren) for the 2024/25 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.	_____	____/____/____

NEBRASKA DEPARTMENT OF EDUCATION  
EXEMPT SCHOOL PROGRAM OFFICE

**STATEMENT OF ELECTION AND ASSURANCES**  
Parent, Legal Guardian, or Educational Decisionmaker Form

2024/25 School Year  
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**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
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I affirm that I am the parent, legal guardian, or educational decisionmaker for the student(s) listed herein, that I have authorized the parent representative listed above, and that the education for this student/these students complies with 79-1601 R.R.S., subsections (2) through (6) for the current school year.

Signed this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Parent, Legal Guardian, or Educational  
Decisionmaker

**Instructions:** This form must be properly completed by a parent, legal guardian, or educational decisionmaker of the child(ren) named on this form and provided to the parent representative for filing with the Commissioner of Education.

NEBRASKA DEPARTMENT OF EDUCATION  
EXEMPT SCHOOL PROGRAM OFFICE

**AUTHORIZED PARENT REPRESENTATIVE FORM**

(also known as the exempt school's principal or administrator)

[This form is completed by one person per Exempt School]

2024/25 School Year

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**Parent Representative Information**

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

**Exempt School 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) (_____) _____ - _____	

NEBRASKA DEPARTMENT OF EDUCATION  
EXEMPT SCHOOL PROGRAM OFFICE

**AUTHORIZED PARENT REPRESENTATIVE FORM**

(also known as the exempt school's principal or administrator)  
[This form is completed by one person per Exempt School]

2024/25 School Year  
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**Dates of Operation (start and end dates for the 2024/25 school year)**

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, 2024 and June 30, 2025.

Start date (month/day/year) ____/____/____	End date (month/day/year) ____/____/____
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Is this a partial school year enrollment?  
No  Yes  If yes, further explain below.

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Will the student(s) be dual enrolled?  
No  Yes  If yes, further explain below.

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I affirm that I am the authorized parent representative for the school listed herein, and that this school meets the requirements of 79-1601 R.R.S., subsections (2) through (6) for the current school year.

Signed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Parent Representative

**Instructions:** The parent representative sends this properly completed form to the Commissioner of Education by July 15 or as otherwise required by Chapter 13, Sections 003.02A1-003.02A2 with a properly completed Statement of Election and Assurances for a parent, legal guardian, or educational decisionmaker of a child who is of mandatory attendance age enrolled in the school.