School Transfer and/or Transportation Request  
2018 - 2019

In order to request a new school placement, or to request transportation, please read and complete this form.

Reason(s) for the transfer request:  
- □ New to OPS  
- □ Transportation  
- □ Returning to OPS  
- □ Transfer to different school
- □ Change of Address – pick one:  
  - □ this student only  
  - □ entire household
- □ Other: please explain your reason on the back

Section A – Transfer Considerations:
One or more of the following conditions may affect the approval or denial of the transfer:
1. If your student participated in School Selection for the 2018-19 school year, received one of his/her choices and your family has not moved, approval of a transfer request is highly unlikely. Once a choice is approved, a one-year commitment to the selected school is expected.
2. CAPACITY – schools and/or grade levels may be closed due to capacity.
3. ATTENDANCE – Omaha Public Schools may consider the student’s attendance history prior to approval.
4. BEHAVIOR – Omaha Public Schools may consider the student’s behavior record prior to approval.
5. TIME of the YEAR – Transferring students while the academic semester is in session may cause a substantial disruption to the student’s academic progress. Unless a student has moved, transfers during the academic term may be denied or delayed until a new term begins. This includes requests for the neighborhood school.
6. ENROLLMENT HISTORY - Omaha Public Schools may consider the student’s enrollment history prior to approval.

Please visit sap.ops.org to learn more about the K-8 Partner Plan

Section B – Student Data:  
- □ Female  
- □ Male  
DATE OF BIRTH: __________________  2018 -2019 GRADE: _____

STUDENT LAST NAME: ____________________________  STUDENT FIRST NAME: ____________________________
ADDRESS: __________________________________________________________________________ APT# _______
CITY: ___________________________________________________________________________________ ZIP: ________________________
SCHOOL THE STUDENT IS CURRENTLY ASSIGNED TO FOR THE 2018-19 SCHOOL YEAR? ____________________________
SCHOOL YOU ARE REQUESTING A TRANSFER TO: _____________________________________________________________

Does this student have a sibling attending the requested school? Name: _____________________________________________

Is your student currently (check all that apply):
- □ Receiving Special Education Services?
- □ Receiving ESL (English Second Language) Services?
- □ A ward of the State/or Court?
- □ Qualified for free or reduced priced lunch? High School only
  (lunch status is randomly audited on an annual basis.)

Certification & Signature:
I certify that all information submitted on this request form is true and accurate.

PRINTED NAME OF PARENT/GUARDIAN: ________________________________________________  DATE: ___________________________
SIGNATURE: _____________________________________________________________________________  BEST PHONE # _____________________________
PREFERRED LANGUAGE:  
- □ English  
- □ Other: ____________________________  ALT. PHONE # _____________________________
eMail Address (optional): __________________________________________________________________________________________

(Over)
Section C – Reason for Transfer Request: (Please be specific)

Transportation Eligibility for Elementary & Middle School

- Students are eligible for transportation IF they attend their neighborhood school AND reside more than 1.0 mile from their elementary school or more than 1.5 miles from their middle school.
- Students are eligible for transportation IF they attend one of their Partner Zone schools AND reside more than 1.0 mile from that elementary school or more than 1.5 miles from that middle school.
- Students are NOT eligible for transportation IF they attend any school outside of their Partner Zone. Exception may be made IF the student has an IEP requiring transportation.

Transportation Eligibility for High School

- High School students who reside more than 3.0 miles from their home attendance area school AND attend Benson, North, Northwest, or South Magnet schools as their neighborhood school are eligible for transportation.
- High School students who reside in the dual attendance zone of Burke & Northwest Magnet and attend Northwest Magnet are eligible for transportation.

To the Transfer High School:

- Students are eligible for transportation to a transfer high school if the student socioeconomically integrates* the school AND resides more than 1.0 mile from the transfer school.

After June 15th transportation eligibility is subject to the above conditions and there must be (1) an existing bus stop with a safe walk to the stop AND (2) space available on the bus.

*Socioeconomic integration is based upon qualification for the Free & Reduced Lunch Program

District Office Use Only

Placement Administrator: _______________________

Comments: ______________________________________

Placement School: ________________________________ Date: ________________

Family contacted by:  □ Phone  □ Letter  □ In person  □ eMail

Schools notified by:  □ Phone  □ eMail  □ In person

Infinite Campus:  □ Placement Change  □ Contact Log  □ Update Selection Tab – high school only

Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities and employment and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to accept allegations regarding non-discrimination policies: Superintendent of Schools, 3215 Cuming Street, Omaha, NE 68131 (531-299-9823). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Director for the Office of Equity and Diversity, 3215 Cuming St, Omaha, NE 68131 (531-299-0307).

FOR MORE INFORMATION, PLEASE VISIT sap.ops.org OR CONTACT STUDENT PLACEMENT AT 531-299-0302

Revised 03/23/2018