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**Nebraska Exempt School Program
Instructions for a Rule 13 Exemption Via Online Submission
(2018/19 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.

This document is current as of May 29, 2018.

Note: 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 on Page 7 of this document.

Before You Begin

- Review [Rule 13](#), [Frequently Asked Questions \(FAQs\)](#), and this Instruction 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, and is the point of contact with NDE.
- Scan 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](#).
 - **Note:** If you choose, you can authenticate each parent's signature by email, rather than attaching a scanned copy of the Form A document. **With this option, each parent must have their own separate email address.**
 - 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.
 - If the student has been previously enrolled (RENEWAL), these documents may be on file with NDE. By selecting "On File with NDE," there may be an additional 1-2 weeks added to the processing time to locate these documents and link them to this student's online record.
 - Curriculum summary (if applicable).
 - Partial school year and/or dual enrollment explanation (if applicable).

Deadline

- Complete the submission by no later than July 15, 2018.
 - It is recommended you submit 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).

Login (second school year filing online)

Applies only if you filed online for the 2017/18 school year and exempt status was still active at the end of the school year. If this is your first year filing online, skip to the next section to “Register.”

- Enter program at <https://exemptschool.education.ne.gov>, enter login/username and password and then “Login.”
 - Contact this office if you do not remember your login/username, do not create another account.
 - If you do not remember the password, select “Forgot Password” to begin the process to reset the password. NDE staff do not have access to passwords.
- Review the information on the “Welcome back” page, and complete the parent representative affirmation.
- Once affirmed, select “Pre-Fill” to carry forward information from the 2017/18 school year.
 - Do not select “Start New” unless you want last year’s information cleared out and you wish to enter all new information.
- The “Renewal” page summarizes the steps to update and submit online for the 2018/19 school year. **“Print” this page for reference before you “Continue.”**

Register (first time filing online)

If you filed online for the 2017/18 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, email address, login/username (“Check for Existing Login”), and password (twice), then select “Register.” 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 your username and password, then “Login.”
 - If you do not receive an email, check your spam folder to be sure emails from NDE are not blocked.

STEP 1: Exempt School Setup

This is information about the Exempt School and the Parent Representative. *Note - all information in this section must be entered in order to be saved; if you exit before completing, the information will not be saved.*

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.

- Select “Create School.” Review the information on the Welcome page, then select “Yes” that you are the Parent Representative. **Only** the exempt school’s designated Parent Representative can submit online.
- **Enter the following exempt school-related information:**
 - Name the School.
 - Physical Address of the School (where the instruction is taking place).
 - Mailing Address of the School, or click “Same as Physical Address” if the same.
 - Email address and phone number of the school. [This is optional, but can be provided if the school email and phone number are different from the Parent Representative’s contact information.]
- **Enter the following Parent Representative-related information:**
 - First & Last Name of the Parent Representative, then click the “Yes, I am the Parent Representative” button.
 - Physical Address or select “Same as the School’s Physical Address.”
 - Mailing address or select “Same as Physical Address.”
 - Phone number. [The email is the same as your online account.]
- Review Exempt School Information and Parent Representative Information, then select “Create Exempt School.”
- Select “View - Exempt School Information as Form B” and review the information as a draft of Form B in its original format. You can print or save if you so choose; then close the view window.
- If edits are needed, select “Edit School.”
- If complete and accurate, select “Go Back to Home Page to continue to Step 2.”
 - Note - the Exempt School and Parent Representative information entered is saved after this point.

❑ STEP 2A: Student(s)

Student Information

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

- If the student was born in the calendar year 2013 or later, he/she is below the required age to file for the 2018/19 school year.
- If the student will turn 18 on or before August 31, 2018, the student is over mandatory attendance age and you do not need to file him/her.

- Select “Add Students/Parents,” then “Go to Step 2A: Students,” then “Add Student” and enter the following student-related information:
 - First Name, Middle Initial (optional), Last Name, Suffix (if applicable), and Birthdate.
 - 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 correct district; or click “can’t find your School district in this list” if your district is not listed.
 - Select if this student is New or Renewal from last school year (2017/18), or Renewal, 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 later in Step 3c Information Summary/Curriculum Information.
 - 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 later in Step 3c Information Summary/Curriculum Information.
 - Example: Johnny was attending public school from August 20 through November 30.
 - Example: Our family moved into Nebraska in December.
 - “Save Student.”
 - 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.
- Birth Certificate & Other Related documents
 - Select and upload the file(s) of the student’s birth certificate.
 - If applicable, attach and upload the file(s) of sole custody verification, proof of legal guardianship, death certificate if one of the parents is deceased, etc. [Site examples]
 - If the student has been previously enrolled (RENEWAL), these documents may be on file with NDE. By selecting “On File with NDE,” there may be an additional 1-2 weeks added to the processing time to locate and link these documents to this student's online record.
 - The birth certificate and other related documents, such as sole custody verification, must be attached to each student.
 - When all files have been uploaded, “Save Changes.”
- On the next page, you can either select “Add Student” or if you have finished entering all students select “View Parents list” to add parent/legal guardian information.

STEP 2B: Parent/Legal Guardian

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 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.

- Once you have finished entering student information, select “Add New Parent/Legal Guardian” and enter the following information:
 - First Name, Middle Initial (optional) and Last Name; then “Next.”
 - Address; then “Next.”
 - Mailing address or select “Same as Physical Address; then “Next.”
 - Email address (optional*) and phone number (optional); then “Next.”
 - **An email address is required if the parent’s signature will be authenticated by email rather than by signing and uploading their Form A. **Each parent must have their own separate email address; an email address cannot be used to authenticate more than one person’s signature.***
 - Select Religious or Other exemption; then “Save.”
 - Note: The parent must be added to each student to be listed on the parent’s Statement of Election and Assurances (Form A).
- You will be taken to the Authentication page, page where first, read the affirmation statements, then one of the following must occur:
 - Provide Authentication later (note - you cannot “Submit to NDE” until all parent signatures or authentications are complete).
 - Upload Scan of Parent’s signed Form A (this is a two-page form).
 - Request Email Authentication. An email will be sent to the parent requesting them to click for more information, review, then select “I agree.”
 - I am the parent, and I agree to the above statement. [Only applies if you are both the parent representative entering the information, as well as the parent.] Initial the box; then select “I agree.”
- To add another parent/legal guardian, repeat the above-noted process.
- You will need to link parent/legal guardian information to each student.
 - Once finished adding all parents/legal guardians select “Students” at the top of the page to link each parent/legal guardian to a student.
 - Click on the student name. Select “Link Parent(s)”.
 - Select “Link Parent/Legal Guardian to Student” for all parent/legal guardians for that student.
 - Select “Back to Student List” to 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 on the left side of the table.
- When finished adding parents to each student, “Return to Home Page;” select “View Form A” and review the information as a draft of Form A in its original format. Make sure all students are listed; if not, see above to link a student. You can print or save if you so choose; then close the view window.
- Once parent information is complete, from the Home Page select “Edit Information Summary.”

STEP 3: Information Summary

2018/19 Information Summary 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.

STEP 3A: 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, 2018 to June 30, 2019.*
- Select “Save Dates,” then “Enroll All,” if these dates apply to all students listed.
- When finished, select “Next.”

STEP 3B: Instructional Monitor(s)

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.

- Select “Add Instructional Monitor(s).”
 - If using an online school, list the name of the on-site (in the home) monitor(s), not the online instructor(s).
 - Do not list information about the student in this section; a student cannot monitor his/her own instruction.
- For each monitor, provide the first & last name, age, and highest grade completed; then “Add Monitor.”
- When finished adding monitors, select “Next.”

STEP 3C: Curriculum Information/Program of Instruction

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.
 - If Dual Enrollment and/or Partial Year Enrollment was marked “Yes” for any student in Step 2A, provide a brief description here.
- Once finished, select “Save/Next.”

STEP 3D: Grade/Subject/Monitor

Indicate the grade level(s) offered for the 2018/19 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).

- Select “Add Grades.”
- Select the grade from the dropdown box, then select the primary monitor responsible for each applicable subject, then “Add Grade.”
 - 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 2018/19 school year.
- When finished, “Return to Home Page.”
- Select the “View Form” (for the Information Summary) and review the information as a draft of the Information Summary B in its original format. You can print or save if you so choose; then close the view window.
- If edits are needed, select “Edit Information Summary.”

Final Steps

- If you are satisfied that the information is complete and accurate, select “Run Completion Check” on the Home Page.
- Review and correct the Errors, if applicable. *You cannot submit with Errors.*
- Review and correct the Warnings, if applicable.
- When finished, select “Submit to NDE.” You will receive an email confirming receipt. This is an automated email; do not respond to the message.
- *Once submitted, no changes/additions/corrections to the information can be made online by the user.*

After Submission

- Allow up to 6 weeks for processing from June through September. Allow up to four weeks during other times of the school year.
- If the submission is incomplete, you will be notified by email from beth.bolte@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 from nde.donotreply@nebraska.gov and prompted 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 beth.bolte@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 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 by 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 by email to beth.bolte@nebraska.gov. If any monitors leave during the school year, notify NDE in writing by mail or by email to beth.bolte@nebraska.gov.

Current as of 05/29/2018