



EXEMPT SCHOOL PROGRAM OFFICE

Nebraska Department of Education (NDE)

301 Centennial Mall South, PO Box 94987

Lincoln NE 68509-4987

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

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Nebraska Exempt School Program Instructions for a Rule 13 Exemption Via Paper Documents (2018/19 School Year)

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

This document is current as of May 29, 2018.

Before You Begin

- Review [Rule 13, Frequently Asked Questions \(FAQs\)](#), and this Instructions document.
- Designate the school's Parent Representative [see Section 003.02 & Form B, Rule 13]. This is the only individual who files the documents on behalf of the school, and is the point of contact with NDE.
 - New filers - Collect the birth certificate for each student, and if applicable, proof of sole custody or legal guardianship.
 - Renewal filers - If the student was previously enrolled as an exempt school student, these documents should be on file with NDE.

Deadline

- Submit the forms **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).
- 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?

- Each Parent or Legal Guardian - Form A - Statement of Election and Assurances (2 pages each)
 - completed and signed by each parent/legal guardian (single parent/guardian filer - see page 2 of the instructions)
- 1 – Form B – Authorized Parent Representative form (different from the Form A)
 - completed and signed by Parent Representative (see page 3 of the instructions)
- 1 – Information Summary – (2 pages)
 - all sections completed (see page 3 & 4 of the instructions)
- Birth Certificate(s) (if not previously provided to NDE) (see page 4 of the instructions)
- Legal document(s) related to the filing (i.e. custody or guardianship orders), if applicable

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.

If you are renewing from the 2017/18 school year, custody verification should already be on file with this office and you will not need to submit the custody verification again.

Form A: Parent or Legal Guardian Information

- Complete the name & address information for the parent or legal guardian.
- Provide only one valid Email address. NDE will correspond with the *parent representative* via Email if the filing is incomplete.
- If you do not know your resident school district, contact the County Assessor's Office.

Initial (First) Year or Renewal (Select One)

- Select Box 1 if this is your initial (first) year; Box 2 if renewing from the 2017/18 school year, or Box 3 if you filed in the past, but not during the 2017/18 school year.
- If it has been more than five school years since you last filed, NDE no longer has those records.
- Box 4 applies only if you have filed, received the acknowledgement letter, and subsequently add another student to the 2018/19 roster.

Student(s) attending the exempt school

- Provide the student's first name & last name, age & date of birth.
- List only the students who are of compulsory school attendance age. (See Section B of the FAQs document.)
- If the student was born in the calendar year 2013 or later, he/she is **below** the required age to file for the 2018/19 school year.
- If the student was born prior to September 1, 2000, he/she is **over** the required age to file for exempt status.

Name & Address of the Exempt School

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

Statement of Election

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

Designation of Parent Representative

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

Affirmation & Agreement

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

Form B - Authorized Parent Representative Form

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

Parent Representative Information

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

Exempt School Information

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

Affirmation & Agreement

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

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.

1 - General Information

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

2 - Dates of Operation

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

- List the beginning and ending dates of the school year. The school calendar must take place during the reporting period of July 1, 2018 to June 30, 2019.
- Indicate whether this is a partial school year enrollment and/or if the student is dual enrolled (also attends an approved/accredited school) and provide a brief explanation.
- Refer to Section D of the FAQs document for further information about dual, partial-year, and add-on enrollments.
- If you are adding a student after the school year has commenced (i.e. mid-school year filing), provide the start date for the add-on student in last part of this section.

3 - Instructional Monitor(s)

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

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

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

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

- 4a. Complete by providing an outline, or a listing of textbooks (including title and publisher); or, if you are using a major curriculum series or online program, identify, by subject. Use the reverse side of this page or attach additional pages as necessary.
- 4b. Indicate the grade level(s) offered for the 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. Complete Section 3 for all listed monitors.

2018/19 Information Summary for Parent Representative [continued]

5 - 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 the certified birth certificate with the 2018/19 exempt school forms if the document was not previously provided to this office.
- If it has been more than five school years since you last filed for this student, NDE no longer has those records.
- The original birth certificate is returned to you once we have verified the document and have made a copy for your file.
- NDE will accept a photocopy, if it is in color and the stamped or raised seal is visible. If the stamped or raised seal is on the back of the certificate, provide a copy of that page as well. *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.*

See Section E of the FAQs document for further information regarding this statutory filing requirement.

Final Steps

- Review documents for accuracy and completion.
- Make copies of the documents for your records first, then mail the original documents to the following address:
Exempt School Program Office
Nebraska Department of Education
301 Centennial Mall South, P.O. Box 94987
Lincoln, Nebraska 68509-4987
- If you live in the Lincoln area, you can drop off the documents at the Nebraska Department of Education (NDE). NDE is located on the 6th Floor of the State Office Building, 301 Centennial Mall (14 & M Streets) in Lincoln. Business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. *Make copies of the documents before you drop them off –NDE staff cannot make copies for you.*

After Submission

- Allow up to six weeks from the time NDE receives the documents for processing during the summer and fall months and at semester break. Allow up to four weeks during other times of the school year.
- If the filing is complete, an "acknowledgement" letter will be sent by regular mail to the parent representative. Exempt schools are "acknowledged," they are not approved or disapproved.
- If the filing is incomplete, the parent representative will be notified by Email* (if an email address is provided) or by regular mail, and given the opportunity to provide the missing information within an allotted timeframe.
*Request emails will come from either beth.bolte@nebraska.gov or micki.iverson@nebraska.gov.

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 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 .

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

Parent or Legal Guardian Information

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

Select One

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

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

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

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

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

Name & Address of the Exempt School

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

Statement of Election (select one)

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

Designation of Parent Representative (select one)

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

First Name/Middle Initial	Last Name

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

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

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

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

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

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

Signed this _____ day of _____, 20____

Signature of Parent or Legal Guardian

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

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

Parent or Legal Guardian Information

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

Select One

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

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

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

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

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

Name & Address of the Exempt School

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

Statement of Election (select one)

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

Designation of Parent Representative (select one)

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

First Name/Middle Initial	Last Name

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

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

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

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

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

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

Signed this _____ day of
_____, 20____

Signature of Parent or Legal Guardian

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

FORM B: Parent Representative Form

AUTHORIZED PARENT REPRESENTATIVE FORM

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

[The Form B is completed by one person per Exempt School]

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)		
_____@_____._____	(_____) _____ - _____		

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:

1. Securing and submitting to the Commissioner information specified in Chapter 13 regarding student enrollment and attendance, monitors, and the sequential program of instruction.
2. 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.

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 (Form A) for each parent or legal guardian of a child who is of mandatory attendance age enrolled in the school. See Chapter 13, Section 003.02 for further information. Form B is required by Chapter 13, therefore, an altered Form B will not be accepted.

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

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

Notes: 1) If an online school is used, list the name of the on-site (in the home) monitor(s), not the online instructor(s). 2) Do not list information about the student(s) in this section; a student cannot monitor his/her own instruction.

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

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

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

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

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

Language Arts: _____

Mathematics: _____

Science: _____

Social Studies: _____

Health: _____

4b. Circle the grade level(s) offered for the 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 (do not enter the curriculum information here, see Section 4A above). *All instructional monitors listed must also complete Section 3.*

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

5. Birth Certificate (Rule 13 – Section 009)

If you have not previously provided to this office the certified birth certificate for your child(ren), submit the certified birth certificate with the completed 2018/19 exempt school forms. Refer to the “Instructions for a Rule 13 Exemption Via Paper Documents” and Section E of the FAQs documents for further information regarding this statutory filing requirement.