



NEBRASKA

DEPARTMENT OF EDUCATION

www.education.ne.gov
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
TEL 402.471.2295
FAX 402.471.0117

TO: Parent Representative
FR: Exempt School Program Office

Attached are the forms and information for filing for exempt status under Rule 12 for the 2015/16 school year.

The following items are attached to this memo:

1. Checklist for Completing Forms to File for an Exemption From Approval and Accreditation Standards.
 - This checklist is designed to help you complete the forms correctly, which enables you to receive your exempt status acknowledgement in a timely manner.
2. Form A – Statement of Objection and Assurances by Parent or Guardian.
 - Two copies are attached; each parent must complete a separate Form A.
3. Form B – Affirmation of Appointment as Authorized Parent Representative.
4. Supplementary Sheet for Parent Representative.

For further information, also download the following documents from the Exempt School Program website:

- [Exempt \(Home\) Schools - Frequently Asked Questions \(2015/16 School Year\).](#)
- [Rule 12 – "Regulations and Procedures for Exempting Schools for Which Parents Elect Not to Meet Legal Requirements for State Approval and Accreditation for Other Than Religious Reasons."](#)

Be sure to review the [Frequently Asked Questions](#) document and [Rule 12](#) before completing the forms.

Refer to the "Checklist for Completing Forms" for submission instructions. The completed documents must be filed with the Nebraska Department of Education 30 days prior to when you begin your exempt school. Allow up to 30 days to process your forms; incomplete filings will delay processing time.

Exempt schools are required to use the Form A and Form B provided by the Department of Education; *altered forms will not be accepted*. Exempt status is acknowledged within 30 days if the paperwork is completed correctly. If your file is incomplete, you will be notified and given the opportunity to provide the missing information. If this information is not received in the allotted time frame, your resident school district will be notified that you are not in compliance with law and Rule 12. Once the material is complete, you will receive a letter signed by the Commissioner of Education acknowledging your exempt status.

You must renew exempt status each school year by July 15. The forms and information for the next school year (2016/17) will be available on the Exempt School Program website by the middle of May 2016.

Contact Beth or Micki if you have questions about the forms or process.

Beth Bolte	402/471-2795	beth.bolte@nebraska.gov
Micki Iverson	402/471-1894	micki.iverson@nebraska.gov

Attachments: Checklist
Form A (2 copies)
Form B
Supplementary Sheet

04/09/2015

Checklist for Completing Forms to File For An Exemption From Approval and Accreditation Standards (2015/16 School Year)

Use this checklist as an aid to insure thoroughness in completing the forms. This checklist serves as a set of directions to assist you in the filing process. For further information, refer to Rule 12 or Rule 13 and the Frequently Asked Questions document.

When completing the forms, be sure to print clearly and complete all information.

Do not fax the documents, follow the submission instructions at the bottom of page two of this Checklist.

Form A - Statement of Objection and Assurances by Parent or Guardian

- Completed by **both** parents or guardians (*each parent must complete a separate Form A*). **NOTE:** If the filer is a single parent, that parent must complete a 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 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 you are a renewal applicant, custody verification should already be on file with this office and you will not need to submit the custody verification again.
- "...will attend the _____ School" is the exempt school's name. It is your choice to name your school. For example, some families use their last name and add the words "home school."
- "...located at _____" is the address 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.*
- Name of parent representative. This is the person (usually one of the parents or guardians) completing the Form B and responsible for filing the paperwork.
- Name, age, and date of birth of children listed on each of the two forms. List only children who are of compulsory attendance age. Refer to the "Exempt (Home) Schools Frequently Asked Questions" document for further information. *Be sure to note their age and date of birth on the forms when filing.*
- Signed (in the presence of a Notary Public), addressed and dated by **each** parent or guardian. Each parent must complete a separate Form A (see note above for further explanation). *List the full street and mailing address on all forms.*

Form B - Affirmation of Appointment as Authorized Parent Representative

- Name of 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.
- "...will attend the _____ School" is the exempt school's name. It is your choice to name your school. For example, some families use their last name and add the words "home school."
- "...located at _____" is the address where the exempt school is located. This can be the 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 the online school.*
- Signed (in the presence of a Notary Public), addressed and dated by parent representative. List the full street and mailing address on all forms.

2015/16 Supplementary Sheet for Parent Representative

SECTION 1.

- Parent representative name (person who signed the Form B), name of exempt school, address, phone number, and email address accurately listed. *List the full street and mailing address on all forms. **If you are using an online school, list the address where the student(s) is receiving the instruction, not the address, phone number & email address of the online school.***

SECTION 2.

- Check the applicable box: a) renewing exempt status from the previous school year, b) filed in the past, but not in the previous year (fill in the last school year filed), c) filing for the first time, or d) adding a child to the 2015/16 exempt school roster (*only applies if already filed/received exempt status for the 2015/16 school year*).

2015/16 Supplementary Sheet for Parent Representative (continued)

SECTION 3.

- List the name, age, and date of birth of each child attending the exempt school. List only children who are of compulsory attendance age - refer to Section E of the "Exempt (Home) Schools Frequently Asked Questions" document for further information. Report the resident public school district and county of residence in this section.

SECTION 4.

- List the beginning and ending dates of the school year. The school calendar must include a minimum of 1032 hours of instruction in the elementary school (grades K-8) and a minimum of 1080 hours of instruction in the secondary school (grades 9-12) during the reporting period of July 1, 2015 to June 30, 2016. Use the reverse side of this page to further explain any additional calendar information (i.e. dual enrollment, partial year enrollment, etc.). **Refer to the "Exempt (Home) Schools Frequently Asked Questions" document for further information about dual, partial-year, and add-on enrollments.**

SECTION 5.

- List the name, age and address for all on-site instructional monitors, along with the name of school(s) attended, city and state where school(s) are located and dates attended; highest grade completed; and previous teaching or monitoring experience. A copy of this sheet can be made for additional instructional monitors, or attach a separate sheet. This information must be completed for all instructional monitors listed in Section 6B (including the parent(s) or guardian(s) if they are designated as an instructional monitor). **If using an online school, list the name of the individual on-site (in the home) monitor(s), not the online instructor(s).**

SECTION 6A.

- Provide an outline of the program of instruction designed to lead to the basic skills in language arts, mathematics, science, social studies and health for each grade level of student. A listing of textbooks (including title and publisher) you will be using is also acceptable; or, if you are using a major curriculum series, identify the series, by subject, in this section. Use the reverse side of this page or attach additional pages as necessary.

SECTION 6B.

- Indicate the grade level(s) offered for the 2015/16 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.

SECTION 7.

- Certified birth certificate (or other proof of identity as allowed by law) if not previously submitted to the Nebraska Department of Education. By law, the birth certificate must be submitted upon enrollment at the home school (Section 43-2007 R.R.S.). *Refer to Section E of the "Exempt (Home) Schools Frequently Asked Questions" document for further information regarding this statutory filing requirement.*

Filing Date

- Completed forms **filed 30 days prior to opening of your exempt school or by July 15, 2015 for families renewing exempt status.** Allow up to 30 days to process your forms.
All families receiving exempt status will receive a letter in the mail signed by the Commissioner of Education "acknowledging" their choice to receive exempt status (exempt schools are acknowledged only, they are not approved or disapproved). You will receive the Acknowledgement Letter if the paperwork is complete. If your file is incomplete, you will be notified by email (if an address is provided) or regular mail and given the opportunity to provide the missing information within an allotted timeframe.

Submission By Mail or Email

Mail By U.S.P.S.

- Exempt School Program
Nebraska Department of Education
301 Centennial Mall South, P.O. Box 94987
Lincoln, Nebraska 68509-4987

Email as a Scanned Adobe Acrobat (pdf) file

- Scan the documents into one Adobe Acrobat file in the following order: Form A(s), Form B, Supplementary Sheet, other additional documents (i.e. curriculum summaries, birth certificate(s), court orders, etc.). If you use the reverse side of Page 2 and/or Page 3 of the Supplementary Sheet to provide additional information, be sure to scan those pages in order as well.
 - Birth Certificate - our office will accept a scanned color copy of a certified birth certificate in Adobe Acrobat (pdf) format; this means the document being scanned must have a stamped or raised seal by the issuing entity (i.e. Vital Records). If the stamped or raised seal is on the back of the certificate, provide a scanned copy of that page as well. *Note – we will request to view the original document if the scanned document does not appear to contain a stamped or raised seal or appears to be altered in any manner.*
- Scan all documents in color for legibility and so that the stamped or raised seal of the birth certificate is visible. The file name must include "Parents Last Name, First Name of Parent(s)." From your personal email account (not a third-party account), send the file as an attachment to beth.bolte@nebraska.gov; include the file name in the email Subject line. If you are not able to provide the documents as one scanned pdf file, mail the documents to the address listed above.

Not following the above instructions for email submission will delay the response time and may require resubmission!

**Be sure to make copies for your records.
Do not fax the documents.
Do not mail this checklist back with the completed forms.**

**** PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION ****

TITLE 92
CHAPTER 12

FORM A: Parent or Guardian Form

STATEMENT OF OBJECTION AND ASSURANCES BY PARENT OR GUARDIAN

TO: COMMISSIONER OF EDUCATION, STATE OF NEBRASKA
P.O. BOX 94987, LINCOLN, NE 68509

_____, the undersigned, being a parent or
(Printed Name of Parent or Guardian)
guardian of children who attend or will attend the _____ School,
(Name of Exempt School)
located at _____,
(Exempt School Address)

do hereby affirm that:

The requirements for school approval and accreditation required by law and the rules and regulations adopted and promulgated by the State Board of Education interfere with the decisions in directing my child's education; and _____ has
(Name of Parent Representative)

been designated as my authorized parent representative who will at least annually submit to the Department of Education information to show that the students are enrolled and attending pursuant to compulsory attendance laws by submitting a school calendar for the year and notifying 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 individuals 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 affirm that I am aware that the exempt school must comply with the immunization requirements in Section 79-217 of the Revised Statutes of Nebraska.

The **name(s), age(s), and date(s) of birth** of my child(ren) who will attend the school is (are)

_____; and

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

Signed this ___ day of _____, 20__

(Signature of Parent or Guardian)

State of Nebraska)
) ss
County of _____)

(Address)

The foregoing Statement of Objection and Assurances was signed in my presence by _____
(Printed Name of Parent or Guardian), upon oath or affirmation that the statements contained therein were true.

(Seal)

Signature of Notary Public

Instructions: A separate copy of this form must be signed by each parent or guardian of the child(ren) named on this form and provided to the parent representative for filing with the Commissioner of Education. A parent filing as a single parent should consult Section 003.01A. Form A is required by Rule 12, and is part of this rule, therefore, an altered Form A will not be accepted.

**** PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION ****

TITLE 92
CHAPTER 12

FORM A: Parent or Guardian Form

STATEMENT OF OBJECTION AND ASSURANCES BY PARENT OR GUARDIAN

TO: COMMISSIONER OF EDUCATION, STATE OF NEBRASKA
P.O. BOX 94987, LINCOLN, NE 68509

_____, the undersigned, being a parent or
(Printed Name of Parent or Guardian)
guardian of children who attend or will attend the _____ School,
(Name of Exempt School)
located at _____,
(Exempt School Address)

do hereby affirm that:

The requirements for school approval and accreditation required by law and the rules and regulations adopted and promulgated by the State Board of Education interfere with the decisions in directing my child's education; and _____ has
(Name of Parent Representative)

been designated as my authorized parent representative who will at least annually submit to the Department of Education information to show that the students are enrolled and attending pursuant to compulsory attendance laws by submitting a school calendar for the year and notifying 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 individuals 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 affirm that I am aware that the exempt school must comply with the immunization requirements in Section 79-217 of the Revised Statutes of Nebraska.

The **name(s), age(s), and date(s) of birth** of my child(ren) who will attend the school is (are)

_____; and

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

Signed this ___ day of _____, 20__

(Signature of Parent or Guardian)

State of Nebraska)
) ss
County of _____)

(Address)

The foregoing Statement of Objection and Assurances was signed in my presence by _____
(Printed Name of Parent or Guardian), upon oath or affirmation that the statements contained therein were true.

(Seal)

Signature of Notary Public

Instructions: A separate copy of this form must be signed by each parent or guardian of the child(ren) named on this form and provided to the parent representative for filing with the Commissioner of Education. A parent filing as a single parent should consult Section 003.01A. Form A is required by Rule 12, and is part of this rule, therefore, an altered Form A will not be accepted.

**** PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION ****

TITLE 92
CHAPTER 12

FORM B: Parent Representative Form

AFFIRMATION OF APPOINTMENT AS AUTHORIZED PARENT REPRESENTATIVE

TO: COMMISSIONER OF EDUCATION, STATE OF NEBRASKA
P.O. BOX 94987, LINCOLN, NE 68509

I, _____, being a parent of a child who
(Printed Name of Parent Representative)
attends or will attend the _____ School,
(Name of Exempt School)
located at _____ or a
(Exempt School Address)

legal representative of such parent, and being duly designated by the parents of the children in said school as their Authorized Parent Representative, 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 12.

I understand that such duties shall include:

1. Securing and submitting to the Commissioner information specified in Chapter 12 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 list of the names and ages of all children of mandatory attendance age who attend the school pursuant to an election under Chapter 12 and the names of all of their parents or guardians and have also attached a Statement of Objections and Assurances (Form A) signed by each parent or guardian of such children.

Signed this ____ day of _____, 20__

(Signature of Parent Representative)

State of Nebraska)
) ss
County of _____)

(Address)

The foregoing Affirmation of Appointment was signed in my presence by _____
_____, upon oath or affirmation that the statements contained therein were true.
(Printed Name of Parent Representative)

(Seal)

Signature of Notary Public

Instructions: The parent representative sends this completed form to the Commissioner of Education 30 days prior to the initial opening of school or by July 15 each year thereafter with a list of the names and ages of the children at the school, the names of their parents, and a Statement of Objection and Assurances (Form A) for each parent or guardian of a child who is of mandatory attendance age enrolled in the school. Form B is required by Rule 12, and is part of this rule, therefore, an altered Form B will not be accepted.

2015/16 SUPPLEMENTARY SHEET FOR PARENT REPRESENTATIVE

This form is designed as an aid to assist parent representatives in providing the additional items required by Rule 12. Other formats for submitting the necessary materials, if complete, are also acceptable; however, this form is designed to speed up processing when received by the Department of Education.

**** PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION ****

SECTION 1. GENERAL INFORMATION

Name of Parent Representative: _____

Name of Exempt School: _____

Exempt School Address: _____

City, State, Zip Code: _____

Phone Number: (_____) _____

Email Address: _____

If you are using an online school, list the address where the student(s) is receiving the instruction, not the address, phone number & email address of the online school.

SECTION 2. FILING STATUS

PLEASE CHECK ONE OF THE FOLLOWING BOXES	
A) Renewing exempt status from the previous (2014/15) school year	A) <input type="checkbox"/>
B) Filed in the past, but not during the previous school year (last school year filed: _____)	B) <input type="checkbox"/>
C) Filing for exempt status for the first time	C) <input type="checkbox"/>
D) Adding a child to the 2015/16 exempt school roster <i>(only applies if already filed/received exempt status for another child(ren) for the 2015/16 school year)</i>	D) <input type="checkbox"/>

SECTION 3. STUDENTS ATTENDING THE EXEMPT SCHOOL

List only students who are of compulsory attendance age - refer to the "Exempt (Home) Schools Frequently Asked Questions (2015/16 School Year)" document for further information. Please attach a separate list if more space is needed.

	First/Last Name of Student	Age	Date of Birth Mo/Day/Yr	Public School District In Which Family Resides	County of Family Residence
1.					
2.					
3.					
4.					
5.					
6.					

SECTION 4. EXEMPT SCHOOL CALENDAR INFORMATION (Rule 12 – Section 004.01)

A calendar for the school year that includes a minimum instruction of 1,080 hours in secondary schools (9-12) and 1,032 hours in elementary schools (K-8). "School Year" means the period of instruction between July 1, 2015 and June 30, 2016. Provide the beginning and ending date of the school year below.

Beginning date (month/day/year) ____/____/____ Ending date (month/day/year) ____/____/____

Will the student(s) be dual enrolled? No Yes If yes, use the reverse side of this page to further explain.

Is this a partial year enrollment? No Yes If yes, use the reverse side of this page to further explain.

- Complete the following **only** if adding a student to the 2015/16 exempt school roster (this would only apply if already filed/received exempt status and after the school began operation for the 2015/16 school year):
 - Beginning date for add-on student: (mo/day/year) ____/____/____

Refer to the "Exempt (Home) Schools Frequently Asked Questions (2015/16 School Year)" document for further information about dual, partial-year, and add-on enrollments.

SECTION 5. INSTRUCTIONAL MONITOR INFORMATION (Rule 12 – Section 004.02)

Enter all requested information for the instructional monitor. Attach additional sheets as necessary if the school uses several instructional monitors.

This information must be completed for all on-site instructional monitors listed in Section 6B (including the parent(s) or guardian(s) if they are designated as an instructional monitor).

Instructional Monitor's Name: _____ Age: _____

Address: _____

This instructional monitor attended the following education institutions during the years shown:

	Name of School	City	State	Dates Attended
High School				
College				
Other				

Circle Highest Grade Completed: 8 9 10 11 12 13 14 15 16 17 18 19 20+

Has the instructional monitor had previous teaching or monitoring experience: [] Yes [] No

If yes, summarize prior teaching or monitoring experience on the reverse side or attach an additional sheet.

SECTION 6. CURRICULUM INFORMATION (PROGRAM OF INSTRUCTION) / GRADE LEVEL(S) / INSTRUCTIONAL MONITOR RESPONSIBLE (Rule 12 – Section 004.03)

6A. Provide a chart or summary outline showing the scope and sequence of the sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. 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 one of the major curriculum series, identify the series, by subject, on the lines below. Otherwise, a **summary is required.**

Language Arts: _____

Mathematics: _____

Science: _____

Social Studies: _____

Health: _____

6B. Circle the grade level(s) offered for the 2015/16 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 6A above).

Section 5 must be completed for all instructional monitors listed below.

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

SECTION 7. BIRTH CERTIFICATE (Rule 12 – Section 009)

Section 43-2007 of the Revised Statutes of Nebraska (part of the Missing Children Identification Act) requires that "Upon enrollment of a student who is receiving his or her education in an exempt school subject to 79-1601 to 79-1607, the parent or guardian of such student shall provide to the Commissioner of Education either (a) a certified copy of the student's birth certificate, or (b) other reliable proof of the student's identity and age accompanied by an affidavit (notarized statement) explaining the inability to produce a copy of the birth certificate." Failure to comply will cause the matter to be reported to the local law enforcement agency for investigation.

NOTE: Hospital-issued birth documents do not comply with the definition of "certified" birth certificate. Please refer to Section E of the "Exempt (Home) Schools Frequently Asked Questions (2015/16 School Year)" document for further information regarding this statutory filing requirement. 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 2015/16 exempt school forms. Our office will accept a scanned color copy of a certified birth certificate in Adobe Acrobat (pdf) format; this means the document being scanned must have a stamped or raised seal by the issuing entity (i.e. Vital Records). If the stamped or raised seal is on the back of the certificate, provide a scanned copy of that page as well. Scan the birth certificate **in color** for legibility and so that the stamped or raised seal is visible. See the "Checklist for Completing Forms" for submission instructions. *Note – we will request to view the original document if the scanned document does not appear to contain a stamped or raised seal or appears to be altered in any manner.*