

StudentsOption EnrollmentProcess and Time Lines to Option In

For a student to attend Scottsbluff Public Schools as an option enrollment student, the student's parent/guardian must submit an application to the Board of Education of the Scottsbluff Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within 60 days after submission.

During Open Enrollment, the first round of applications received between January 1 and February 15 will be notified March 1. Applications received during the second round, between February 16 and March 31, will be notified no later than April 15. All other applications received prior to the start of school will be notified as space and staffing decisions are made. Applications received during the third round are added to the prioritized list on a first come, first served basis.

1. Provisions for Waiver of Application Deadline - The application deadline will be waived by the District for applications to option into the Scottsbluff Public School District, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level, or school building or in any special education programs operated by this school district which have been determined by the ~~School~~ District to be at capacity or past the appropriate program timeline, and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.
2. Rejection of Applications - Reasons
 - a. Capacity - An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building by the ~~School~~ District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The ~~Executive~~ Director of ~~Special Education Student Services~~ shall review on a case-by-case basis all option applications for students that would receive or could

be eligible to receive special education or related services. If the **Executive Director of Student Services** or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the **Executive Director of Student Services** or designee shall send a denial notice to the parent/guardian and include a description of services and accommodations that the District does not have the capacity to provide.

- b. Previous Option Enrollment - An option enrollment application shall be rejected in the event the student has exhausted their option enrollments in other school districts, as determined by state law.
 - c. Other Reasons - An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the District determines the application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the District within the time lines indicated, or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.
3. Priority of Acceptance
Priority shall be accorded in the following order:
- a. First, to those applications required to be given priority by law;
 - b. Second, to those with a sibling in attendance at Scottsbluff Public Schools, with priority within this group being given to those who had earliest filed applications; and,
 - c. Third, to those without an option student sibling in attendance at Scottsbluff Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

4. Determination of Capacity
The District will determine and set, on an annual basis, the maximum number of option enrollment applications the District will accept in any program, class, grade level, or school building, operated by this school district, based upon available staff, facilities,

projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and may declare a program, class, or school unavailable to option students due to lack of capacity. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Executive Director of Student Services or designee.

5. Releases for Options Out

A request for release of a resident student or option student currently attending Scottsbluff Public Schools ~~District~~ who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the District, subject to subsequent ratification by the District.

6. Notification of Acceptance or Rejection

In the case of an application to option enroll into ~~the~~ Scottsbluff Public Schools ~~District~~, the Superintendent or the Superintendent's designee shall notify, in writing, the parent/guardian of the student and the resident school district or if the student is an option student attending a different district, that option district, whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within 60 days after submission.

If an option enrollment application or a request for release is rejected by the ~~the~~ Scottsbluff Public Schools ~~District~~, the Superintendent or the Superintendent's designee shall provide written notification to the parent/guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

7. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within 45 days after filing in the following circumstances:

- a. The student relocated to a different resident school district after February 1;
- b. The student's option school district merged with another district effective after February 1; or,
- c. The application is for attendance during the immediately following and subsequent school years.

8. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation, and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

- a. ~~the~~ Scottsbluff Public Schools ~~District~~ may, upon mutual agreement with the parent/guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The ~~school~~ district may charge the parent/guardian of each option student transported a fee sufficient to recover the additional costs of such transportation.
- b. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
- c. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

9. Information Regarding Schools, Programs, Policies, and Procedures

As part of the option enrollment program, the administration shall make information about ~~the~~ Scottsbluff Public Schools and its school, programs, policies, and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: [Neb. Rev. Stat. §§ 79-232 to 79-246](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~June 10, 2024~~ May 11, 2026