



School Transfer and/or Transportation Request 2025 - 2026

Return completed form to: Teacher Administrative Center Student Placement Office 3215 Cuming Street, 3-142 Omaha, NE 68131-2024

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 2025-26 school year, received one of the choices and your family has not moved, approval of this request is unlikely.
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. ENROLLMENT HISTORY - Omaha Public Schools may consider the student's enrollment history prior to approval.
6. TIME of the YEAR - Transferring students while the academic semester is in session may cause a substantial disruption to the student's academic progress.

Please visit ops.org/sap to learn more about the Partner Plans

Section B - Student Data: GENDER: DATE OF BIRTH: 2025 -2026 GRADE:

STUDENT LAST NAME: STUDENT FIRST NAME:

ADDRESS : APT# CITY: ZIP:

SCHOOL THE STUDENT IS CURRENTLY ASSIGNED TO FOR THE 2025-26 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?

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) :

Please list your contact information if you are a translator helping this family:

Date: Student #: First Name: Last Name:

Section C – Reason for Transfer Request:

Transportation Eligibility for Elementary & Middle School Please visit ops.org/sap to learn about the Partner Plans

- Students are eligible for transportation IF they attend their neighborhood school AND reside more than 1.5 mile from their elementary school or more than 2.0 miles from their middle school.
- Students are eligible for transportation IF they attend one of their Partner Zone schools AND reside more than 1.5 mile from that elementary school or more than 2.0 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

Neighborhood transportation is for eligible students who attend their neighborhood (home) school.

- Instead of using distance, the High School Partner Plan uses streets to identify transportation areas in each high school boundary.
- Each transportation area identified is an area that is generally located farthest away from the school.
- Visit: ops.org/sap to determine your transportation eligibility.

Non-neighborhood transportation is for students who attend a school other than their home (neighborhood) high school.

- Students are eligible for transportation at the schools in their partner zone and the plus+one school.
- Transportation is NOT provided if you attend a non-Partner Zone 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.

District Office Use Only

Placement Administrator: _____

Comments: _____

Placement School: _____

Date: _____

Family contacted by: Phone Letter In person eMail

Schools notified by: Phone eMail

Infinite Campus: Placement Change Contact Log

STR Approved? YES NO

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 (531-299-9822). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Director of Equity and Diversity (equityanddiversity@ops.org), 3215 Cuming St, Omaha, NE 68131 (531-299-0307).