

ELKHORN PUBLIC SCHOOLS  
APPLICATION FOR STUDENT ADMISSION

**Application Process:**

Step 1: Complete Parts, I, II and III of this application.

Step 2: Complete Part IV of this application if you checked item 2b, 2c, or 2d in Part I  
("the Statement of Person in Legal or Actual Charge or Control of a Child" section)

Step 3: Sign this application in the presence of a notary. (Both parent and adult in charge of child)

Note: You will also need to provide the following documents:

- Birth certificate or 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 (NOTE: YOU ARE HEREBY NOTIFIED THAT STATE LAW REQUIRES THAT SUCH PROOF OF IDENTITY AND AGE BE GIVEN TO THE SCHOOL WITHIN THIRTY DAYS OF ENROLLMENT (IF ENROLLMENT WITHOUT SUCH HAS BEEN ALLOWED). If this requirement is not met, you will be given another notice advising you that unless you comply within ten days, the matter will be referred to the local law enforcement agency for investigation. Any affidavit received as proof of the child's identity and age that appears inaccurate or suspicious in form or content will be reported immediately to local law enforcement.
- Proof of immunization and proof of physical examination, or written objections signed by parent or legal guardian.
- Student records from school last attended and release of student records form.

**PART I – STATEMENT OF PERSON IN LEGAL OR ACTUAL CHARGE OR CONTROL OF A CHILD SUBMITTED FOR PURPOSES OF SCHOOL ENROLLMENT.**

*I, the undersigned, state that I am an adult in legal or actual charge or control of*

\_\_\_\_\_ *(Child's Name), a child who resides in this*

*School District at* \_\_\_\_\_ *(Child's address in EPS district)*

1. \_\_\_\_\_ I state that I am the child's parent, OR
2. \_\_\_\_\_ I state that I have been entrusted with, or have assumed, day-to-day care and full-time supervision of, and responsibility for, the child and have been given the authority to act as parent or guardian in educational matters as established by (check **all** that apply):
  - a. \_\_\_\_\_ a court of testamentary appointment as a legal guardian (**attach copy**) **and/or**
  - b. \_\_\_\_\_ a power of attorney delegating such parental powers (**attach copy**) **and/or**
  - c. \_\_\_\_\_ through an **in loco parentis** designation by a parent in which I have been authorized to stand in the place of the parent in caring for and raising the child (**attach any written documentation of such designation from parent to person placed in charge**), **and/or**
  - d. \_\_\_\_\_ through some other set of circumstances (**please explain on a separate sheet**).

I understand that I may be requested to provide additional information regarding this child. The names and current or last known addresses of the child's parents are:

Mother: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Father: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I understand that I will be responsible for, and will be expected to make, decisions regarding education (including but not limited to, records, discipline, and special education unless otherwise provided under special education laws and regulations), emergency medical care, and other matters for this child while in legal or actual charge or control of this child and I state that I have the authority to take such responsibility to make such decisions and to so act. I also understand that I will have responsibilities under the state truancy laws to cause this child to attend school.

\_\_\_\_\_  
Signature of Adult in Legal or Actual Charge or Control

Dated \_\_\_\_\_

\_\_\_\_\_  
Home Address of Adult in Legal or Actual Control (same as child)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Daytime Work Address

\_\_\_\_\_  
Daytime Work Phone

**NOTE:** Section 79-215 R.R.S. provides that if the student is homeless or if the adult does not have a phone number or address where he or she may generally be reached during the school day, those parts of the form may be left blank and a box may be marked acknowledging that these are the reasons these parts of the form were left blank. The adult with legal or actual charge or control of this student shall also sign the form.

- \_\_\_\_\_ The child is homeless which is the reason items were left blank.
- \_\_\_\_\_ This adult does not have a phone number or address where he/she may generally be reached during the school day.

**PART II – STUDENT INFORMATION**

Student’s Name:	DOB:	Grade Label:
School Last Attended:	School Address:	Telephone:
Special Needs/Concerns:		

**PART III – EXPULSION STATUS**

- Has the child been expelled from school (either public or private, in any state)? \_\_\_ YES \_\_\_ NO
  - Has the term (time period) of the expulsion been completed? \_\_\_ YES \_\_\_ NO
- If “no,” state the reason for the expulsion and the term (time period) of the expulsion:
- 

**PART IV – RESIDENCY INFORMATION**

If you have checked item 2b, 2c, or 2d in **Part I** (the “Statement of Person in Legal or Actual Charge or Control of a Child” form, provide the following supplemental information that relates to current situation of child:

**A. Child living with adult who is exercising parental responsibility for the child.**

- a. Name of adult(s) with whom the child resides: \_\_\_\_\_
- b. Child’s relationship to those adults: \_\_\_\_\_
- c. How long has the child lived with you? \_\_\_\_\_
- d. Why is the child residing in the District? Explain thoroughly.  
\_\_\_\_\_  
\_\_\_\_\_
- e. Who is legally responsible for the child? \_\_\_\_\_
- f. Are you assuming parental responsibilities for this child? \_\_\_\_\_
- g. Have you give then District a signed Power of Attorney? \_\_\_\_\_

**B. Child living on own.**

- a. Do the parents/guardians supply any necessities of life (e.g., food, rent or shelter, health care, etc.) for the child? If yes, explain. \_\_\_\_\_
- b. Do the parents/guardians claim the child as a dependent for tax purposes? \_\_\_\_\_
- c. Do the parents/guardians provide an allowance or other monetary benefits? Explain thoroughly.  
\_\_\_\_\_  
\_\_\_\_\_
- d. Why is the child residing in the District? Explain thoroughly.  
\_\_\_\_\_  
\_\_\_\_\_

**NOTARIZED SIGNATURES OF BOTH  
CHILD'S PARENT & PERSON IN LEGAL OR ACTUAL CHARGE OR CONTROL OF CHILD**

**READ CLOSELY PRIOR TO SIGNING**

The applicants affirm that the above information is full, true and complete to the best of the applicant(s)' knowledge and belief, that the applicants are not aware of any facts which may make the child ineligible for admission to this public School District, and understand and agree that an exclusion from school and criminal complaint may result from the giving of false information. In the circumstance where the child is living with a person other than a parent or legal guardian, the applicant(s) assumes the legal responsibility of a parent for the student for educational purposes, and the legal responsibility of a parent in matters concerning liability for disciplinary action, damages to school property, damages to private property at school and injuries, etc., which may be caused by this child.

\_\_\_\_\_  
Signature of Person in Legal or Actual Charge of Control of Child (District Resident)

\_\_\_\_\_  
Signature of Child's Parent

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_

STATE OF \_\_\_\_\_ )

)

COUNTY OF \_\_\_\_\_ )

**APPLICATION STATUS**

Decision:

- |              |     |   |
|--------------|-----|---|
| Not Admitted | ( ) | Child a Nonresident                                     |
| Not Admitted | ( ) | Board of Education Approval Required (Expelled Student) |
| Not Admitted | ( ) | Other   |
| Admitted     | ( ) | In Loco Parentis  |
| Admitted     | ( ) | Natural parent is a resident of District                |
| Admitted     | ( ) | Emancipate  |
| Admitted     | ( ) | Other _____   |

(Admission is subject to receipt of birth certificate, proof of immunization and health status, and other required documentation.)

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SCHOOL OFFICIAL

\_\_\_\_\_  
DATE