Omaha Virtual School Enrollment Process

Please read instructions carefully. Failure to follow the process may result in a delay in application processing. Summitting an application to OVS does not guarantee enrollment in our program. Students should continue attending their current school until OVS has sent acceptance via email and given you a start date.

Step 1

- **Fill out OVS application** in its entirety. If you are enrolling more than one student, please fill out a separate application for each student. If you are coming from homeschool and a section doesn’t apply to you, please mark N/A.
- **Attach a transcript or report card** from current/last school your student attended. If the transcript/report card document doesn’t contain attendance information, please have the school send you this information and include it with the enrollment packet. N/A for homeschool.
- **Send these documents via email** to virtualschoolenrollment@ops.org.

The subject line should be: **Student last Name, Student First Name-OVS Application. Example: Doe, John – OVS Application**

This mailbox is not monitored for communication. If you have questions, please email virtualschool@ops.org.

OVS will respond to let you know when we have received the application. It will be reviewed. We may need additional information from your school. When this is the case, we will send you a document that you will take to your child’s current/last school of attendance to give their feedback and return to us.
Please begin to compile the following items which will be required if your student is eligible to continue in the enrollment process. Your student cannot be enrolled in OVS without these items.

**Current OPS students:**

- Updates to immunization or physical exam
- Proof of residence if address has changed

**Out of district students:**

- **Proof of address:** Please use internet bill whenever possible. Acceptable forms are Cox/Century Link statement, OPPD, MUD, or other utility bill. If you do not have a bill in your name, you will need to provide a residency affidavit which we can supply when necessary.
- **Birth Certificate**
- **Immunization records**
- **Physical exam:** Nebraska law requires students to have an exam when entering Kindergarten, and when they enter 7th grade. Please provide their most recent exam.
- **Nebraska Option Enrollment Program form:** This form will need to be signed by your home attendance district before Omaha Public Schools can enroll your child. If your district has an administrative building, this is the best place to get the form signed.

Step 2 will be filling out the online Omaha Public Schools online registration. The above items will be uploaded to that application. If you do not already have a digital copy of the items, you may take a clear photo with your phone as close to the document as possible without cutting off information.