

# DISTANCE EDUCATION PROGRAM APPLICATION

Applications are approved for three years

Application \_\_\_\_\_  
(New, Renewal or Amendment)

Application Amendment \_\_\_\_\_  
(Amendment Number)

## CERTIFICATION

I HEREBY CERTIFY that, to the best of my knowledge, the information contained in this application is accurate and that the distance education program will be operated as described in the application. As the authorized representative of the school district or charter school submitting the application, assurance is provided to the Nevada Department of Education (NDE) that all persons responsible for program operation will comply with all applicable Nevada Revised Statutes, Nevada Administrative Code, NDE policy and regulations, and all rules and policies of the school district or charter school.

**Name and Signature of the school district superintendent, charter school principal or appropriate designee of the applicant authorized to submit this application must be provided below:**

_____	_____	_____
Name and Title (Please type)	Signature	Date

**Indicate the date the applicant's board of trustees, governing body, or committee to form a charter school met to approve the submission of this application:** \_\_\_\_\_

## APPLICANT INFORMATION

**Applicant (Name of School District or Charter School)**

**Mailing Address**

\_\_\_\_\_

\_\_\_\_\_

**Name and Title of Authorized Contact Person**

**Telephone Number**

\_\_\_\_\_

\_\_\_\_\_

**Email Address**

**Fax Number**

\_\_\_\_\_

\_\_\_\_\_

## For Department use only:

Date Received: \_\_\_\_\_

Recommend for Approval by the Distance Education Program Review Committee:

\_\_\_\_\_  
Verification by Tracy Moore, Distance Education Program Professional

Date \_\_\_\_\_

Approval by Superintendent of Public Instruction

\_\_\_\_\_  
Jhone M. Ebert, Superintendent of Public Instruction

Date \_\_\_\_\_

# APPLICATION GUIDELINES AND REQUIREMENTS

## Program Requirements

Nevada school districts and charter schools that wish to provide a distance education (DE) program to students in Nevada must apply and receive approval before implementing the program. An approved Distance Education Program will be in effect for 3 fiscal years beginning on July 1 of the year the application is approved.

The application must be amended if significant changes are made within the program. Significant changes may include the addition of new programs, a change in method of instruction, change in program providers, etc. Please utilize this application form to amend your program application.

## Eligibility

Only public school districts and charter schools in Nevada may operate a distance education program.

## Application Timeline (NAC 388.830)

The Nevada Department of Education must receive an application to renew a program of Distance Learning from the school district's board of trustees or the charter school's governing body for existing programs by **May 1**, or 60 days before the intended start date of a program year.

An application must be received by the Department from the board of trustees of a school district or a governing body of a charter school on or before **January 15** for consideration of a program that will begin operation in the immediately succeeding school year.

For charter schools that have not begun operation, an application must be received by the Department from a committee to form a new charter school on or before **September 1** in the year prior to when the school is projected to begin enrolling students.

## Application Submittal and Technical Assistance

The DE committee will review applications in the order they are received. If the committee recommends approval, the applicant will receive a written approval within 45 calendar days from the date the application is received. If the committee requests revisions, the applicant will have 30 calendar days from the request to correct any deficiencies and resubmit the application.

An electronic copy of the complete application (scanned with original signatures) must be provided to the NDE. If you have any questions regarding the information requested in the application, please call Tracy Moore at

775-687-7288, email [tmoore@doe.nv.gov](mailto:tmoore@doe.nv.gov), or fax your question to 775-687-8636.

**Please submit the electronic copy to [tmoore@doe.nv.gov](mailto:tmoore@doe.nv.gov)**

# Application Requirements

## Application

All information requested on the application must be completed. An original signature of the school district superintendent, charter school principal, or appropriate designee is required. The designated contact will be contacted regarding any questions about the application.

**Please Note:** By signing the application, the school district or charter school representative assures the Nevada Department of Education that all persons responsible for distance education program operation will comply with all applicable Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC), NDE policy and regulations, and all rules and policies of the school district or charter school.

An approved distance education program application does not exempt a school district or charter school from adhering to NRS 388.090 requiring schools to provide a minimum of 180 days of school and does not allow districts to hold “digital days” in lieu of a traditional day of school as approved under a traditional district calendar. Refer to the “Distance Education Program Handbook” for additional program requirements not specifically addressed in this application.

**On separate pages, address each of the following areas in sequence. Use additional pages if needed.**

### **Section 1: Identify all distance education courses that will be offered as part of the distance education program.**

If a course that is currently included on the list of approved distance education courses will be offered, please identify each course, including the title of the course and the name of the provider.

For new courses that will be developed and offered by the applicant, the Distance Education Course Approval Application must be submitted (**NRS 388.838**).

### **Section 2: Describe the process that will be used to enroll students in the distance education program.**

Describe the process the school district or charter school will follow regarding the selection and enrollment of students in the distance education program. Describe who is involved in the process, what counseling is provided to the student, and who ultimately approves the enrollment (**NRS 388.850**). If you have an enrollment form/packet, please attach it to the application.

If the applicant will accept the enrollment of students for part-time from other school districts or charter schools in Nevada, describe how the required written agreement from other school districts or charter school will be obtained. Please provide a copy of any agreements between the school districts or charter schools including any remuneration between each school district and charter school. School districts do not have the authority to serve students from outside of their county full time (**NRS 388.854**).

**Please note:** Homeschooled students are not eligible to enroll in or otherwise attend a program of distance education offered by a Nevada school district or charter school (**NRS 388.850**).

### **Section 3: Provide an explanation of how the school district or charter school will document each pupil’s attendance and participation in courses offered through the distance education program.**

Provide a brief description of the process the school district or charter school will follow to ensure an accurate

accounting of the student's attendance and participation in the distance education program.

Please note that regulations require that the teacher assigned to each course must meet or otherwise communicate with each student at least once each week for the pupil to be considered enrolled in the program of distance education. The student shall be considered in full attendance for each week the teacher meets or has meaningful two-way communication with the student for each course the student is enrolled. The attendance of the student must be recorded weekly as part of the master register of enrollment and attendance (**NAC 387.193, NRS 388.866**).

For each student who is enrolled full-time in a program of distance education, the school district that provides the program must designate one public school within that school district to which the student will be affiliated. The student must be reported weekly as enrolled and in attendance in the school designated by the school district (**NRS 388.862**).

For each student who is enrolled in a program of distance education for which a plan of study has been constructed between the student and the school district or charter school, the student must be reported weekly as enrolled and in attendance in the class (**NAC 387.193**).

**Section 4: Describe how the district or charter school will assess student mastery of course content.**

Describe the plan (process) the school district or charter school will follow regarding the assessment of students in the required state achievement examinations, End of Course Exams, and final summative assessments for a course.

- Describe how required midterm/final course assessments will be administered to include proctoring.
- If the student does not need to pass the final comprehensive exam with a minimum score, provide a narrative of how the school is ensuring the student has shown mastery in the subject matter to receive credit.

**Section 5: Describe how the school district or charter school will monitor the progress of students enrolled in the program.**

Provide a description of the process to be followed by the school district or charter school regarding the monitoring of progress being made by students enrolled in distance education courses (**NAC 387.193**).

Include any criteria that will be used to trigger early intervention and what additional supports are available for pupils who are having difficulty with course assignments. Describe the technical assistance/support that will be provided to students who are not making adequate progress in their distance education courses.

**Special Note**

A school district or charter school may not operate a program of distance education until the school district or charter school has received official notification of approval to operate within the State of Nevada by the Superintendent of Instruction.