



Private School License Renewal Application

State of Nevada Department of Education
Office of Student and School Support
2080 E. Flamingo Rd. Suite 210
Las Vegas, NV 89119
mschroeder@doe.nv.gov

This application is for **Nevada Private Schools** applying for a **renewal** of their **Private School License**.

Important Instructions

1. Complete the fillable aspects of the application on the computer, then print and have the document officially signed and notarized.
2. Provide copies of all requested documentation along with the application.
3. Mail or email the official signed and notarized copy along with the support documents to the Private School Program Professional at the address listed at the top of this page no later than 60 days before your current license expires.
4. The renewal application fee is \$250 and can be paid electronically using a credit card during your license renewal site visit from the Department.

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Private Elementary and Secondary Education Authorization Act:
(NRS 394 & NAC 394)

Name of school:

Name of sponsoring organization:

Street Address:

City:

State:

Zip:

County:

Mailing address (if different):

Telephone:

Head of School or Owner Name:

Head of School or Owner Email:

Non-Profit or For-Profit:

Grade Levels Served:

Number of Students:

Printed Name & Title of Person signing this application:

Nevada Revised Statutes & Nevada Administrative Code Requirements

Component 1: Instruction

- A We are using the Common Core State Standards and other Nevada Content Standards as the basis of our curriculum.* YES NO
- B If your response to 'A' is NO, you must provide a copy of the scopes and sequences of the various curricular programs you will be using and explain how you will ensure that your students will have the instruction that is required by statute and regulation.
- C Provide a list of textbooks and supplementary materials used in each course.
- D Provide a table that includes the grade levels of your school and the time period in which each grade level will attend school. These times must meet the minimum requirements set forth in NAC 387.130.
- E When will the examination on the Constitution of the United States and the Constitution of Nevada be given? The examination must be given once in elementary school and once in secondary school.
- Grade Level & Month:
- Grade Level & Month:
- F If applicable, describe the physical education facilities (photos acceptable). Include the equipment available and how P.E. standards will be met.
- G List the library materials and other facilities/services available for instruction, research, and study. Do not list all titles in your library: the number of titles is sufficient.
- H List the audiovisual and instructional equipment available and used.

Component 2: Personnel

- A Does your school have an administrator or liaison?

Name:

Title:

Schools with 150 or more students must have a qualified administrator. See NAC 394.040 for ways to qualify as an administrator or liaison.

- B Attach the resume and three recent letters of reference that attest to the character, reputation, and professional competence of the listed administrator or liaison. One letter must be from a Nevada resident. All letters must be signed and on personal or professional letterhead with the author's contact information.
- C Attach copies of licenses or other proof of qualification (transcript, diploma, resume) for all teachers hired after this year's Annual Enrollment and Staff Report (October 15th). Refer to NAC 394.050 for ways to qualify as a teacher in a private school.

List your new teachers along with the grade(s)/subject(s) assigned, and note which of the four qualifying categories each meet per NAC 394.050.

- D List your school's grade levels and how many teachers are assigned to each level. For secondary schools, please also include subject area.
- E How many non-licensed employees work at your school and in which role(s)?
- F Provide job descriptions for each class of employee within you school including teacher, administrator/liaison, aide, etc.
- G Provide a description of the procedures for evaluating the educational personnel and attach any evaluation forms used for this purpose. In your description, include the title of the person who completes these evaluations along with the timeline of the evaluations.
- H Submit three letters of reference written by in-state individuals for the owner of the school or the Chairman of the Board of Trustees attesting to their character and reputation. All letters must be on personal or professional letterhead, signed, and dated. If the owner or the Chairman is the same person named as the administrator or liaison, do not recopy, simply state that the administrator or liaison is also the owner or Chair. (NAC394.160, 394 168-169).
- I All private school employees who are likely to have unsupervised contact with pupils must have an FBI fingerprint background check on file that may be audited by the Department during a site visit. (NRS 394.155)

Do all employees with unsupervised contact with pupils at you school have an FBI fingerprint background check on file? YES NO

- J Has any officer or member of the staff of the school been convicted of any crime or felony which could affect relationships with pupils? YES NO

If yes, provide details to explain who, what, where, when, and court results.

- K Has any officer or member of the staff of the school been convicted of any crime or felony involving moral turpitude? YES NO

If yes, provide details to explain who, what, where, when, and court results.

Component 3: Students

- A Provide a list of the maximum number of students to be enrolled in each grade and course.
- B Attach copies of progress reports, report cards, and transcripts (if applicable).
- C Describe the methods used to evaluate student learning and achievement.
- D Attach copies of the Certificate of Completion or Diploma earned by students that indicates the student has satisfactorily completed the course of instruction or study (NAC 394.090).
- E State the policy relative to standards of academic progress required of students including your grading system, conditions for probation, dismissal, and re-entrance. If this is found in your brochure or student handbook, please indicate the page number here:
- F State your attendance policy relative to absences, tardiness, and unsatisfactory attendance. If this is found in your brochure or student handbook, please indicate the page number here:
- G State the procedure used to maintain and report attendance. If this is found in your brochure or student handbook, please indicate the page number here:
- H Provide a copy of the written policy of the school relating to student conduct including behavior and/or conditions for dismissal. If this is found in your brochure or student handbook, please indicate the page number here:
- I Will you be admitting students with disabilities? YES NO

If yes, carefully review NRS 394.353 - NRS 394.379.

Component 4: Student Records

- A Who at your school is responsible for the maintenance of student records?

Name:

Title:
- B Where are the records stored?

C Who will be responsible for the records in the event the school terminates?

Name:

Email:

Note: When a private school closes, its owners or administrators are required to notify and submit to the Department all permanent records of pupils and all records pertinent to the financial resolution of encumbrances and indebtedness (NAC 394.070).

D Student files are required to include proof of immunization or exemption from a physician, a copy of the birth certificate, and documentation directly related to the student's progress (NRS 394.145). Are these included in your student files?

YES NO

E If applicable (secondary schools only) state the policy of the private school relative to transfer of credits for previous education. If this is found in your brochure or handbook, please indicate the page number:

F Credits earned at a private school must be such that an enrolled student may transfer to a comparable private school without loss of credit. Explain how such credentials will be transferred to a comparable school without loss of credit. Note: many public schools do not accept transfer credits from unaccredited high school classes.

Component 5: School Brochure/Catalog/Handbook and Calendars

A Provide one copy of the school brochure and/or handbook given to parents and students. Your brochure and/or handbook must include the names of the school's governing board members and administrator/Liaison, the school philosophy, schedule, a clear description of charges and fees and payment due dates, a clear statement of the policy regarding refunds and cancellations, and an assurance that clarifies that students will be admitted to the school without regard to race.

B How is this brochure and/or handbook distributed to parents?

C Are the contents of the brochure and/or handbook incorporated in all agreements and contracts prior to enrollment? YES NO

D Do you follow your local public school district's annual school calendar exactly?

YES NO

- E If no, provide copies of your annual school calendars for the school years in which your license is being renewed. Calendars must include at least 180 days, show beginning and end dates of the term, and official holidays.

With written approval of the Superintendent of Public Instruction and written authority from your Board, up to five short school days may be included.

Component 6: Safety

- A You are required to complete an Emergency Response Plan for your school. Please review NRS 394.168 –NRS 394.1699. Private schools are required to post a copy of NRS 388.253 and NRS 394.168- NRS 394.1699 along with Section 34 of [Senate Bill 89](#) at the school. Private schools are also required to post a notice of completion of the annual committee review of your Emergency Response Plan. These can all be posted together in your school office where parents can see them, for example. These items will be checked during an onsite visit.
- B All private schools are required to submit their Emergency Response Plans to the Nevada Department of Emergency Management Office by **July 1st** each year via NDEMPPlanning@dps.state.nv.us
- C Private schools are also required to submit the [Crisis & Emergency Response Certification form](#) to the Department via jfiedler@doe.nv.gov.
- D For more information on creating an Emergency Response Plan, visit the Department’s [Emergency Operations Plans webpage](#).
- E Provide the address of the Fire Station and Law Enforcement Office to which you delivered a copy of your plan.

Fire Station Address:

Law Enforcement Office Address:

- F A copy of your fire drill procedures must be posted in every classroom. Provide a copy of your fire drill procedures that is posted in each classroom. You need to post the text from NRS 394.170 in every classroom along with your fire drill procedures.
- G Secondary schools with a school website are required to post a link on their website for suicide prevention pursuant to NRS 439.511. Here is the link that should be used

[Suicide Prevention Link](#)
- H Private schools are now required to adopt a policy concerning safe exposure to the sun (Senate Bill 159, 2019 Legislative Session). The policy must include students to possess and self-administer sunscreen and wear clothing outdoors that helps protect them from exposure to the sun. Do you have this policy in place? YES NO

Component 7: Facility, Lease, and Insurance

- A Along with a copy of your Certificate of Occupancy, submit 1, 2, or 3:
1. New school buildings: submit plans prepared by architects licensed to practice in Nevada. Label classrooms with grade level and be sure floor dimensions are included in the plan.
 2. Remodel/extensive repair/additions: submit plans including detail as prepared by architects or engineers licensed to practice in Nevada. Label classrooms with grade level and be sure floor dimensions are on the plan.
 3. Existing buildings: submit "as-built" drawings with labels identifying classrooms/grade levels and be sure floor dimensions are on the plan

Kindergarten = 35ft² per child; Grades 1-12 = 30ft² per child (NAC 394.040)

- B Submit a copy of the **Fire Department** inspection report for an inspection completed within the last 12 months that indicates the facility meets all codes for the prevention of fire. This must be from the Fire Department or the Fire Marshall (NAC 394.110). If you were inspected by the Clark County Fire Department you will not receive a written record of this inspection; a copy of your Clark County Business License will prove your school has been approved by the Fire Department.

Date of inspection report or business license:

- C Submit a copy of the **Health Department** inspection report for an inspection completed within the last 12 months that indicates the facility meets all codes for safety, health, and sanitation (NAC 394.110).

Date of Health Inspection report:

- D If your school operates a food service program, submit a copy of the **Health Department** inspection report for an inspection of the kitchen completed within the last 12 months that indicates the facility meets all codes for safety, health, and sanitation.

Date of Health Department inspection of kitchen, if applicable:

- E If your school has vehicles for transportation of pupils to and from school, submit a copy of the vehicle inspection report done within the last 12 months that defines the condition, equipment, and identification of the vehicles (NAC 394.110).

Questions about vehicles and vehicle inspections need to be sent to Jenna Fiedler at jfiedler@doe.nv.gov.

Total number of vehicles:

- F Submit evidence of communication, dated within the last 12 months, with the Division of Industrial Relations of the Department of Business and Industry showing you requested an OSHA inspection, or provide the inspection report.

Date of OSHA inspection or letter:

- G Where are your SDS binders located?
- H What is the name of your insurance company?
- I What is the name of your insurance agent?
- J Submit the coversheet of your insurance policy that covers buildings and equipment, death, personal injury, and property damage. Insurance must show at least \$1,000,000 coverage per occurrence. You are required to list the Nevada Department of Education as the certificate holder.
- K If you lease or rent your building, submit a copy of your lease or rental agreement. This agreement must show the name of the owner and the length of the agreement.
- L If the school or business entity owns the property and no rent is paid, please submit a copy of a mortgage statement with the site address or Deed of Trust.

Component 8: Advertising

- A Provide copies of the school's proposed advertising. If you use outdoor advertising, do not use the words 'State Board of Education'. If you are including something like 'licensed by the State Board of Education', it must be in print no larger than the smallest print used in the advertisement.

Component 9: Sponsoring Organization & Financial Information

- A Provide a list of all owners, directors, officers, shareholders, trustees, and other parties who have a financial interest in this school. Full disclosure is required. Provide the names, titles, organization, and percentage of holdings.
- B Submit a copy of the Certificate of Authorization to do business in Nevada from the Secretary of State.
- C Submit a copy of the Articles of Incorporation. You only need to submit this once and it will remain in your file unless there are changes.
- D Submit a copy of the Bylaws. You only need to submit this once and it will remain in your file unless there are changes.

E Submit your proposed budgets showing estimated revenues and expenditures for the number of years that your current license lasts. You will either submit a two-year or four-year budget.

F Schools with 30-150 students must submit a financial statement compiled by a CPA or public accountant.

Schools with 151 or more students must submit a financial statement reviewed by and signed by a CPA.

Schools with fewer than 30 students do not need to submit a financial statement.

G Non-Profit schools only: submit a copy of the official declaration of tax exemption from the IRS.

H Submit a copy of the \$5,000 or larger surety bond made payable to the State of Nevada Department of Education for the term of your license.

In lieu of the surety bond, the school may purchase a Certificate of Deposit and submit a copy along with this application.

I, the undersigned, do hereby swear or affirm, under oath and penalty of perjury, that the information set forth in the foregoing application is true and complete to the best of my knowledge, and that failure to disclose pertinent information or the concealment of information or making false statements in the detailed application for licensure shall constitute valid grounds for refusal of license or revocation of a license.

Signature of Director/Administrator Title

Subscribed and sworn to before me this ____ day of _____, 20____,
in and for said County and State.

NOTARY PUBLIC