



## Declaration of Exemption & Renewal Form

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

This application is for **Nevada Exempt Private Schools** applying for an **initial or renewal Exempt Private School License**. Nevada Private Schools seeking exempt status must meet one of the following criteria per NRS 394.211:

- 1) Institutions maintained by this state, another state or the District of Columbia, or any political subdivisions thereof and supported by public funds.
- 2) Elementary and secondary educational institutions operated by churches, religious organizations and/or faith-based ministries.
- 3) Institutions operated by or under the direct administrative supervision of the Federal Government.
- 4) Fraternal or benevolent institutions offering instruction only to their members or their immediate relatives and the instruction is not operated for profit.
- 5) Institutions or school systems in operation before July 1, 1975, as to courses of study approved by the board pursuant to NRS 394.130; but those institutions or school systems are not exempt as to substantial changes in their nature or purpose on or after that date. The official literature of an institution or school system describing the nature and purpose of the institution or school system as of June 30, 1975, is prima facie evidence of the nature and purpose on that date for the purposes of this chapter.

### Important Instructions

- Complete the fillable aspects of the application on the computer, then print and have the document officially signed and notarized.
- Provide copies of all requested documentation along with the application.
- 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.

## Declaration of Exemption & Renewal Form

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Las Vegas, NV 89119

Private Elementary and Secondary Education Authorization Act:  
EXEMPTIONS (NRS 394.211 & NAC 394.0195)

Name of school:

Name of sponsoring organization:

hereby declare that we qualify for an exemption from the provisions of the Private Elementary and Secondary Education Authorization Act (NRS 394.201 et seq) to operate a school/institution pursuant to NRS 394.211 as follows:

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:

Please mark the one exemption category for which you are requesting exemption (NRS 394.211):

- 1) Institutions maintained by this state, another state or the District of Columbia, or any political subdivisions thereof and supported by public funds.
- 2) Elementary and secondary educational institutions operated by churches, religious organizations and/or faith-based ministries.
- 3) Institutions operated by or under the direct administrative supervision of the Federal Government.
- 4) Fraternal or benevolent institutions offering instruction only to their members or their immediate relatives and the instruction is not operated for profit.
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### Component 1: Exempt Status Documentation

- 1.1 You must provide documentation that substantiates exemption status for the **ONE category** selected.

#### Category 1

Institutions maintained by this state, another state or the District of Columbia, or any political subdivisions thereof and supported by public funds.

Send paperwork that demonstrates the above. **Non-profit schools:** Submit a copy of the official declaration of tax exempt status from the **IRS**.

#### Category 2

Elementary and secondary educational institutions operated by churches, religious organizations and/or faith-based ministries.

This school is operated by a: (select one)

Church

Religious organization

Faith-based ministry

Submit ORGANIZING DOCUMENTS which-

- a. express the purpose of the organization **and**
- b. state the church, religious organization or faith-based ministry is sponsoring the school

Check **ONE** of the following to indicate the documents you are submitting.

Incorporated organizations:

Articles of Incorporation & By-Laws if the organization has By-Laws

Unincorporated organizations:

Articles of Association &/or By-Laws if the organization has By-Laws

**If** it is not stated in the Articles of Incorporation, Articles of Association or By-Laws that the church, religious organization or faith-based ministry is the sponsoring organization of the school you **must** also submit:

(a) a letter from the church, religious organization or faith-based ministry stating the school is operated as a ministry of this organization **-OR-**

(b) a copy of the organization's board minutes stating the school is operated as a ministry of this organization.

**Non-profit schools:** Submit a copy of the official declaration of tax exempt status from the IRS/.

### **Category 3**

Institutions operated by or under the direct administrative supervision of the Federal Government.

Submit a copy of your Nevada tax exemption letter to document nonprofit status.

### **Category 4**

Fraternal or benevolent institutions offering instruction only to their members or members' immediate relatives and the instruction is not operated for profit:

Submit a copy of your IRS 501(c)(3) letter to document nonprofit status

**And one of the following:**

Articles of Incorporation with the By-Laws (if the institution has them)  
Highlight the purpose of the organization.

**OR**

If the fraternal or benevolent institution is not incorporated and thus does not have Articles of Incorporation/By-Laws to submit, submit the documentation the institution has to show its structure.

**Plus**

Documentation as to how membership is determined

### **Category 5**

Submit the following: Articles of Incorporation; By-laws if the organization has By-Laws; and Official literature of your institution describing the nature and purpose of the institution as of June 30, 1975.

## Component 2: Parent Notification of Exempt Status

- 2.1** Before a child enrolls in an institution that is exempt pursuant to this section, the institution shall provide written notice to the parents or legal guardian of the child that this school ***“is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.”***

Provide a copy of the document (e.g., enrollment form, letter, brochure, etc.) that will be used to meet this requirement. Be sure to use the **exact wording** as it is written above in italics.

## Component 3: Curriculum & Staffing

You are also attesting that your exempt-licensed private school will be following: “Our curriculum, exclusive of religious instruction, **provides equivalent instruction of the kind and amount approved by the State Board of Education** (NRS 392.070, 394.125, 394.130, NAC 389 Standards).”

- 3.1** Give proposed time allocations for classes by level (which must meet the minimum requirements in the Nevada Course of Study, Nevada High School Graduation Requirements and, NRS 389.

- Make a list of the grade levels you indicated on page 1 and next to each grade level write the number of minutes of instructional time the grade will attend school each day. Do not include the lunch period.

(NAC 387.131) Minimum Required times: Kindergarten ~ 120 minutes, Grades 1 – 2 ~ 240 minutes, Grades 3 – 6 ~ 300 minutes, Grades 7 – 12 ~ 330 minutes, Special Education ~ 330 minutes

(NAC 387.105) Short school day is 2/3 of a regular school day. K ~ 80 minutes, Grades 1 & 2 ~ 160 minutes, Grades 3 – 6 ~ 200 minutes, Grades 7 – 12 & Special Education ~ 220 minutes

- 3.2** Provide calendars for the **two school years** being covered by the license. If you follow your county school district calendar **exactly** check here:

- In this case you do not need to submit calendars.

School is held a **minimum of 180** days per school year (NRS 388.090). You must use the calendar forms on the private school web page. Be sure to indicate the school holidays.

- 3.3** Will you be admitting students with disabilities? **YES NO**

- If yes you need to carefully review NRS 394.353 through NRS 394.379.

- 3.4** When will the examination on the Constitutions of the United States and Nevada be given? [Required to be done once in elementary grades and once in secondary] (NRS 394.150)

Grade Level & Month:

Grade Level & Month :

**3.5** We are using the Common Core State Standards and other Nevada Content Standards as the basis of our curriculum. **YES** **NO**

- If your response 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.

Select the curriculum you use:

A Beka      Accelerated Christian Education      Alpha Omega      Other

**3.6** Provide a list of textbooks you will use by grade and subject area.

**3.7** Identify and list how many teachers you will provide for each grade level.

**3.8** All private school staff members with direct contact with students must have an FBI fingerprint background check (completed once every 5 years) on file that can be audited during a site visit per NRS 394.155.

- Per NRS 394.16065, all applicants for employment with a private school who have or may have direct contact with students must submit to the governing body of the private school certain information regarding previous employment and a statement from the previous or current employer stating whether the employee was the subject of an investigation concerning an alleged sexual offense.

**3.9** All volunteers with unsupervised contact with students must have an FBI fingerprint background check completed (SB 185; 2019 Legislative Session), and the private school must have documentation that each volunteer has met this requirement on file.

#### **Component 4: Safety (NRS 394.168 - .1699)**

**4.1** Your Crisis Response Plan is **CONFIDENTIAL** – do NOT send it to any agency other than those listed below. (NRS 394.1698)

##### **ANNUAL REQUIREMENT**

You must submit a copy of this entire plan to the Department of Public Safety, Emergency Management Office via email: [Nevada Emergency Management Office](#)

Submit the *Crisis & Emergency Response Compliance Certification* form to the Nevada Department of Education via email to [jfiedler@doe.nv.gov](mailto:jfiedler@doe.nv.gov).

Please give the street address, phone number and other identifying information for the Fire Station and Law Enforcement Office to which you delivered a copy of your school's plan:

**Fire Station:**

**Law Enforcement Office:**

**4.2** Now carefully read **NRS 394.1685** through **NRS 394.1699** and **NRS 388.253**.

**4.3** Visit [Emergency Management Guide](#) and comply with the information there.

**4.4** A copy of your fire drill procedures must be posted in every classroom.

- Who is responsible for this at your school? (NRS 394.170)

Name:

Title:

- Provide a copy of the fire drill procedures/information that is posted in each classroom. Be sure to include NRS 394.170. (NAC 394.430)

**4.5** Submit a copy of the **Fire Department Inspection** report for an inspection completed within the past 12 months which indicates the facility meets all codes for the prevention of fire. Do **NOT** submit fire drill reports. Do NOT submit reports from your sprinkler system company. (NAC 394.130) (If you were inspected by the Clark County Fire Department you will not have a written record of this inspection – a copy of your County Business License will prove your school has been approved by the CCFD.)

- Date of report or Business License:

**4.6** Submit a copy of the **Health Department Inspection** report for an inspection completed within the past 12 months which indicates the facility meets all codes for safety, health and sanitation. (NAC 394.110)

- Date of report:

\*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 past 12 months which indicates the facility meets all codes for safety, health and sanitation. (NAC 394.110)

- Date of report:

**4.7** IF your school has buses or vehicles used to transport students you **MUST** submit a copy of the vehicle inspection report(s) done in the past 12 months by the **Department of Public Safety** which defines the condition, equipment and identification of the buses or vehicles. (NAC 394.110)

How many Buses and/or Vehicles:

Date of report(s):

**4.8** Compliance with the Federal **Occupational Safety & Health Act** (OSHA)

Submit evidence of communication, dated within the last 12 months, with the Division of Industrial Relations of the Department of Business and Industry. You will either get a report from their visit –**OR**- a letter acknowledging your request for a visit with a promise to get your site scheduled. (NAC 394.110)

Date of Letter **OR** Date of Inspection:

**4.9** Where is your site's SDS binder located?



