

# **EXEMPT PRIVATE SCHOOL**

## **Application for the Exempt Schools Declaration of Exemption and Renewal Form**



**Direct all questions and/or send completed packet to:**

**Orval Nutting  
Private Schools Consultant  
Nevada Department of Education  
1749 Moody Street, Suite 40  
Carson City, NV 89706-2543**

**Telephone: (775) 687-9238  
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STATE OF NEVADA

Nevada Department of Education  
Private Schools Division  
1749 Moody St., Suite 40  
Carson City, NV 89706-2543

County of: \_\_\_\_\_

**DECLARATION OF EXEMPTION AND RENEWAL FORM  
PRIVATE ELEMENTARY AND SECONDARY EDUCATION  
AUTHORIZATION ACT: EXEMPTIONS (NRS 394.211 & NAC 394.195)**

We, \_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Street Address Mailing Address

\_\_\_\_\_  
City, State, Zip Code Telephone

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:

\_\_\_\_\_  
Name of School (as you want it listed in the Private Schools Directory)

\_\_\_\_\_  
Street Address City Zip Code

\_\_\_\_\_  
Mailing Address (If different than street address) City Zip Code

\_\_\_\_\_  
School Telephone Number of Students

\_\_\_\_\_  
**Grade Levels Requesting Exemption For** **Grades Listed on Previous Exempt Certificate**

\_\_\_\_\_  
Director, Administrator – circle, or state other title desired  
(as you want it listed in the Private Schools Directory on the NDE website)

\_\_\_\_\_  
E-mail Address Fax Number 1/07

**Please place an X next to the exemption category for which you are requesting exemption (NRS 394.211):**

- Institutions exclusively offering instruction at any level of postsecondary education.
- Institutions maintained by this state, another state or the District of Columbia or any political subdivisions thereof and supported by public funds.
- Institutions exclusively offering religious or sectarian studies.
- Elementary and secondary educational institutions operated by churches, religious organizations and faith-based ministries.**
- Institutions licensed by the commission.
- Institutions operated by or under the direct administrative supervision of the Federal Government.
- Natural persons who instruct pupils in their homes or in the pupils' own homes, if this is not the only instruction those pupils receive.
- Fraternal or benevolent institutions offering instruction only to their members or their immediate relatives, and the instruction is not operated for profit.
- Institutions offering instruction solely in vocational and recreational areas.
- 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.

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You will provide **documentation that substantiates exemption status** for the category selected.

**For “elementary and secondary educational institutions operated by churches, religious organizations and faith-based ministries”...**

What will be necessary to submit with the Declaration of Exemption for the Department of Education to verify is- **the school’s operation by a church, religious organization or faith-based ministry.**

*“ Elementary and secondary educational institutions operated by churches, religious organizations and faith-based ministries”:*

**A.** The school is operated by a: (check one)

- church**
- religious organization**
- faith-based ministry**

- B.** Submit ORGANIZING DOCUMENTS which-
- a. **express the purpose of the organization**
  - 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. Highlight the sections pertaining to the above a. and b. in the documents submitted.

Incorporated organizations:

- \_\_\_\_\_ **Articles of Incorporation**  
 \_\_\_\_\_ **(plus By-Laws if the organization has By-Laws)**

Unincorporated organizations:

- \_\_\_\_\_ **Articles of Association**  
 \_\_\_\_\_ **(plus By-Laws if the organization has By-Laws)**  
 \_\_\_\_\_ **By-Laws if there is no other documentation**

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-  
**Submit the Articles of Incorporation -or- Articles of Association, and By-Laws if the organization has By-Laws, (with “a” purpose above highlighted), and the following:**

- \_\_\_\_\_ **a letter** from the church, religious organization or faith-based ministry stating the school is operated as a ministry of this organization, or  
 \_\_\_\_\_ **a copy of the organization’s board minutes** stating the school is operated as a ministry of this organization.

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**You will provide documentation that substantiates exemption status for the category selected.** (Call the private schools consultant if you have questions about providing documentation.)

**For “Fraternal or benevolent institutions offering instruction only to their members or their 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 Articles of Incorporation** (plus the By-Laws if the institution has By-Laws) which express the purpose of the organization (please highlight).  
 \_\_\_\_\_ 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.  
 \_\_\_\_\_ For fraternal or benevolent institutions, you must also include documentation as to how membership is determined.

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**You will provide documentation that substantiates exemption status for the category selected.** (Call the private schools consultant if you have questions about providing documentation.)

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

\_\_\_\_\_ Articles of Incorporation (plus By-Laws if the organization has By-Laws)  
\_\_\_\_\_ Submit a copy of your IRS 501(c)(3) letter to document nonprofit status.

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**DO NOT WRITE “ON FILE” ON THIS FORM FOR ANY ITEMS REQUIRED** even though you may have submitted the same documents in the past (unless you have talked to the private schools consultant directly about doing so for some reason, e.g., much documentation was submitted previously regarding curriculum and it is indeed still on file). The reason for this is, for example, sometimes Articles of Incorporation have changed slightly and the latest copy is not on file, or a grade is being added to the exempt certificate and the scope and sequence for that grade is not included in previously submitted curriculum information.

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 the 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) that will be used to meet this requirement and **use the wording as it is written “\*” above in italics .**

All private schools are **required** to submit a **Crisis Response Plan** for their school. Currently all private schools have a plan on file with the Department of Education. If you are renewing your Exempt Private License, only Crisis Response Plans that have been revised need to be submitted. For assistance, contact the private school consultant or:

\_\_\_\_\_ **Contact Michael Fitzgerald in the Health/Safety Office of the Department of Education at 775-687-9168 to request a “Model Crisis Response Plan” packet.** (NRS 394.168 through NRS 394.1699)

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).”

A. Current Nevada State Standards as adopted by the State Board of Education can be found on the Nevada Department of Education web site at [www.doe.nv.gov](http://www.doe.nv.gov). Then select “Standards” on the left side of the webpage.

Teachers must teach to these standards and not every correspondence program on the approved list meets every standard (e.g., Nevada history may not be included so you would need to supplement the curriculum to meet this standard).

**Provide a COPY of the scope and sequence of the curriculum to be offered by the school and list of textbooks by subject area.**

(The school is responsible for providing adequate documentation to verify the curriculum matches the Nevada State Standards):

**-OR-** name of correspondence program or distance education program that the school is using. This program must be approved by one of the following national or regional accrediting associations:

- (1) Middle States Association of Colleges and Schools*
- (2) New England Association of Schools and Colleges*
- (3) North Central Association of Colleges and Schools*
- (4) Northwest Association of Accredited Schools*
- (5) Southern Association of Colleges and Schools*
- (6) Western Association of Schools and Colleges*
- (7) Commission on International and Trans-Regional Accreditation.*

(A Beka, Accelerated Christian Education, & Alpha Omega are acceptable)

B. The length of the instructional day is minimally as follows (NAC 387.130):

120 minutes for Kindergarten	330 minutes for grades 7-12
240 minutes for grades 1-2	330 minutes for special education
300 minutes for grades 3-6	

C. School is held a minimum of 180 days per school year (NRS 388.090). Use a calendar to show the 180 days. Please indicate the school holidays as well as the three contingency dates.

D. We meet and comply with all applicable state, county and local health, safety and fire inspections and laws, ordinances and regulations (NRS 394.245, NRS 394.185) including those relating to fire emergency drills (NRS 394.170), vehicles (NRS 394.190) and immunization of pupils NRS 394.192 to 394.199).

- \_\_\_\_\_ **ATTACH** a copy of the **Health and Sanitation Inspection** documenting the facility has been inspected within the last 12 months and meets the codes for safety, health, and sanitation. (Appendix A)
- \_\_\_\_\_ **ATTACH** a copy of the communication within the last 12 months with the Department of Business & Industry re: compliance with the federal **Occupational Safety and Health Act** (Appendix A)
- \_\_\_\_\_ **ATTACH** a copy of the **Fire Inspection** documenting the facility has been inspected within the last 12 months and meets the fire codes.
- \_\_\_\_\_ **ATTACH** a copy of the **Vehicle Inspection** if applicable (the vehicle is used for transportation of students on a regular basis.)
- \_\_\_\_\_ **ATTACH** (if your school operates a food service program) a copy of the **Kitchen Safety, Health, and Sanitation Inspection** documenting the facility has been inspected within the last 12 months and meets the codes for safety, health, and sanitation. (Appendix A)

**NRS 394.211 (2)**

The exemption **expires** 2 years after the last day of the calendar month in which the filing is made.

**The filing of a renewal of the exemption must be made not less than 60 days before the exemption expires.**

I, the undersigned, do hereby swear or affirm, under oath and penalty of perjury, that the information set forth in this declaration 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 this declaration shall constitute noncompliance with the law as set forth under the provisions of NRS Chapter 394.

\_\_\_\_\_  
Name of Director/Administrator

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
NOTARY PUBLIC  
in and for said County and State