

**EXEMPT PRIVATE SCHOOLS**  
**DECLARATION OF EXEMPTION APPLICATION PACKET**

The licensing application information is **PUBLIC RECORD**. You may have parents asking to see it. NRS 394.201 Attorney General’s Opinions: “Licensing materials are public records. Materials submitted to department of education by private schools as part of procedure for licensing pursuant to NRS 394.201 et seq. are public records within meaning of NRS 239.010 because interest in access to such records clearly outweighs any interest of department in nondisclosure, disclosure would not be unwarranted invasion of privacy justifying confidentiality, licensing materials do not come within exemption for privileged or confidential commercial or financial information.”

**The NOTARIZATION FORM**

The notarization form for re/licensing **should be signed by the owner of the school or the qualified K-12 private school liaison or administrator** (not a preschool administrator who is not designated in this position.)

**SUBMISSION FORMAT**

Submit the Declaration of Exemption application **with all ITEMS LABELED**

**(Keep a copy at the school site.)**

**If a application is not organized or is incomplete, it will be returned.**

**(RE) LICENSING TIMELINES**

NRS 394.211 (2) Each person or educational institution claiming an exemption pursuant to the provisions of subsection 1 must file with the Board the exemption upon forms provided by the Department or in a letter containing the required information and signed by the person claiming the exemption or the person in charge of the educational institution claiming the exemption. 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.**

**ON SITE VISIT**

The on site school visit is conducted by the private schools consultant is completed prior to the issuance of the 2 year exemption

**ADDING ON GRADES TO THE PRIVATE SCHOOL LICENSE**

While you can get the school’s initial license to include all grades which will eventually be offered (assuming all licensing items are met), you would have to decide if you want

to list all those grades in the Private Schools Directory on the Nevada Department of Education website. You may receive calls for the grades you are not offering.

If you decide to add additional grades to the private exempt school license, you need to contact the private school consultant.