

LICENSED PRIVATE SCHOOLS RE/LICENSING 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 application:

- **in a loose leaf 3 ring binder** labeled with the **school name on the spine**. (Do not spiral bind the application since some items may need to be taken out and replaced.)
- **with all ITEMS LABELED in the right hand corner by number**, ex. 1.1, 1.2 (for the item pertaining to the **brochure** (standard #4), **highlight each item and label by # on the brochure** ex. name/address 4.1, governing body and faculty members 4.2, publication date 4.3, philosophy 4.4, entrance requirements 4.4 etc.
- **with a DIVIDER LABELED FOR EACH STANDARD dividing items**, ex. Standard #1, Standard #2

(Keep a copy at the school site.)

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

(RE) LICENSING TIMELINES

The private schools consultant will need to review the (re)licensing packet **8 weeks prior to the State Board document deadline** to allow enough time to make sure all schools being approved for (re)licensure at the State Board meeting have had compliance verified. State Board meetings are chosen by the State Board the end of January. There are no State Board of Education meetings every month. For 2009, the State Board chose not to have a February, April, July, September and November meeting date. **The Nevada State Board of Education meeting dates** are: March 19-20, May 7-8, June 25-26, August 13-14, October 8-9, and December 3-4.

*August 13th will be a popular State Board meeting to allow new schools to start (and previously licensed schools to renew licensing) for the 2008-2009 school year. The application packets are reviewed in the order received.

Example of timelines:

1. The State Board of Education meets on: **August 13**
 2. The private schools consultant has to do a site visit at the school and turn in the necessary documents to the State Board prior to July 13th for their review prior to the State Board meeting: **July 13**
 3. The **completed licensing packet needs to be submitted to the private schools consultant by the following deadline:*** **June 13**
- * NRS 394.251 (6). At least 60 days before the expiration of a license, the institution must complete and file with the Superintendent an application form for renewal of its license.

To help meet the application for (re)licensure deadline, you will need to **start completing the items that can take the longest to complete:**

- a) appointments for inspections – see contact information (items 7.2-7.5, 7.10)
- b) budgets (item 8.1)
- c) financial statement if required (item 8.5)
- d) updating any required occupational permits (aka “sheriff”s/police cards”) for ALL secretaries, receptionists, cooks, bus drivers, etc. (item 10.3.)

ON SITE VISIT

The on site school visit is conducted by the private schools consultant before the State Board meeting date. The curriculum needs to be available and some sample student files. Verification will be made that fire exits are clearly marked, fire escape routes are posted, space requirements are met, library materials and physical education facilities are available as described etc.

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 school license, you need to contact the private schools consultant prior to adding grades to the license. This does not require going through the State Board of Education process. After the licensing items are reviewed, the new license to include the extended grades will be mailed to you.