

# MEMORANDUM

**TO: Private School Administrators  
of Licensed Schools**

**From: Orval K. Nutting, Ed.D.  
Private Schools Consultant**

**Date: September 15, 2009**

**Subject: A. Private School Enrollment and Staff Data  
B. Report on Employees**

*October 15<sup>th</sup> deadline.*

## **Private School Enrollment and Staff Data**

The 2009-2010 Private School Enrollment and Staff Data is a one page report on your enrollment and staff as of **the end of the First School Month.**

## **Report on Employees**

**Nevada Administrative Code 394.050 (3)** states “The licensee shall:

- (a) On or before October 15 of each year and whenever there is a change in the staff of the private school, submit a report to the department identifying:
1. Each employee with a teacher’s or administrator’s license issued by the department, his assignment and the identifying number on his license; and
  2. Each employee without a teacher’s or administrator’s license issued by the department who meets the alternative requirements set forth in subsection 1 or 2, his social security number, a brief description of his qualifications set forth in subsection 1 or 2, if any, and the identifying number on the teacher’s or administrator’s license issued by another state or territory of the United States, if any.

## **THIS REPORT INFORMATION IS REQUIRED FOR:**

- Updating the **Private Schools Directory** on the Nevada Department of Education website at [www.doe.nv.gov](http://www.doe.nv.gov) on the left side Menu open the Schools/District section. Then scroll down to the Private Schools.

### **Make sure all information is in COMPLIANCE.**

Your Responsibility: Make sure you are complying with Nevada Revised Statutes and Nevada Administrative Codes **before your report is sent to the Department of Education**. As the private school administrator you must look this information over thoroughly before you sign it and send it in.

Noncompliance regarding employee requirements: You will be notified to comply, and a note will be put in the school's file regarding noncompliance which could affect your licensing.

Reminders:

1. To submit all information through the **mail**. **DO NOT FAX IT**.
2. It is **not necessary** to submit your private school license, child care license, or any other extraneous information!
3. **Keep a copy** of these reports for your records.
4. All licenses are sent in- front **and back** (if not blank), they have not expired, and they are readable (especially expiration dates).

If **provisions** have been removed by the necessary dates, make sure the license reflects this or you have included a letter from the State Department of Education stating this.

If the licensing information shows provisions have not been removed by the necessary dates, the license is invalid.

**“Nonrenewable”** = provision code expiration is the **same as the license expiration date**.

**“Standard”** = **provision code expiration date needs to be checked**.

5. **Substitute licenses (NAC 391.332, NRS 391.019)** are valid for :
  - a) **60 days** to fill a teaching position for which a **teacher has not been hired under contract**. The department may grant **1 extension for 30 days** in an exceptional case upon request from the administrator of a private school. (Send the request to me);
  - b) **unlimited days** of service if **filling the position of a teacher who is under contract**.
6. **All nonlicensed personnel** who work in the school during school hours (including teachers, administrators, assistants, secretaries, custodians, cooks, bus drivers etc.) in your school have occupational permits.
7. Teaching or administrative experience is **VERIFIED** as required. Sample verification forms are the last pages in this packet. You may want to put these on your school letterhead.
8. If want would like the forms sent electronically, contact me at [onutting@doe.nv.gov](mailto:onutting@doe.nv.gov).

**2009-2010 PRIVATE SCHOOL ENROLLMENT AND STAFF DATA**  
**DEADLINE is OCTOBER 15, 2009**

RETURN BY MAIL TO:

Orval K. Nutting, Ed.D.  
 Private Schools Consultant  
 Nevada Department of Education  
 1749 Moody St., Suite 40  
 Carson City, Nevada 89706-2543

School Name \_\_\_\_\_

Non-Profit?  Yes or  No

School Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

School Phone # (incl. area code) \_\_\_\_\_

School Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Liaison/Administrator \_\_\_\_\_

Report Enrollment and Staff Data as of **the End of the First School Month**

Grade Level	Boys Enrolled	Girls Enrolled	Number of Teachers	Number of Assistants
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				

\*TOTAL \_\_\_\_\_

**SIGN on this dotted line -----**

**REQUIRED SIGNATURE of \*Liaison/Administrator –or- Owner only**

**(PLEASE TYPE OR PRINT NAME OF SIGNER HERE )** \_\_\_\_\_

**Check the title of the person who is signing:**

- liaison** (less than 150 students and 6 full time instructors)
- administrator** (more than 150 students or 6 full time instructors)
- owner**

P. 3 TOTAL numbers of teachers should MATCH p. 11 TOTAL number of teachers.

**REPORT ON EMPLOYEES (NRS 394, NAC 394)**  
 NEVADA LICENSED PRIVATE SCHOOLS 2008-2009 SCHOOL YEAR

I, \_\_\_\_\_,  
 (Signature of Liaison/Administrator or Owner)  
 \_\_\_\_\_, affirm that the following  
 (Print Name of Liaison/Administrator or Owner)

information regarding the qualifications of the administrators/instructors is true and complete to the best of my knowledge, and that failure to disclose pertinent information, the concealment of information or making false statements shall constitute valid grounds for revocation of a private school license.

**USE THESE FORMS - DO NOT RETYPE**

**“Report on Employees” Section A: LIAISONS**

For a school enrolling **less than 150 pupils and employing less than 6 full time instructors** (“liaison” to the Department of Education):

\* Check appropriate column indicating qualification

Name of “Liaison” and Social Security # if Non-Licensed	Title/Assignment	*Nevada Teacher’s License (Attach Copy)	*Administrator’s License Issued by Any State/Territory (Attach Copy)	*BA from Accredited School + 5 Yrs. Verified K-12 Ed. Admin. [Attach Copy of Degree and Letter(s) of Verification of Experience from Supervisor(s)– dates, school(s), address(es), grade levels on Supervisor’s Letterhead Stationary] (*And Attach “Occupational Permit”- See Section I)	*MA from Accredited School +3 Yrs. Verified K-12 Ed. Admin. [Attach Copy of Degree and Letter(s) of Verification of Experience from Supervisor(s)- dates, school(s), address(es), grade levels on Supervisor’s Letterhead Stationary] (*And Attach “Occupational Permit” – See Section I)

(Attach licenses, degrees, letters of verification of experience after this page.)  
 (\*Attach occupational permits after Section I.)

**“Report on Employees” Section B: ADMINISTRATORS**

**Administrator** for a school enrolling **150 or more pupils or employing 6 or more full time instructors:**

\* Check appropriate column indicating qualification

Name of Administrator and Social Security # if Non-Licensed	Title/ Assignment	*Administrator’s <b>License</b> Issued by Any State/Territory <b>(Attach Copy)</b>	*BA from Accredited School + 5 Yrs. Verified K-12 Ed. Admin. <b>[Attach Copy of Degree and Letter(s) of Verification of Experience from Supervisor– dates, school(s), address(es), grade levels on Supervisor’s Letterhead Stationary] (*And Attach “Occupational Permit” – See Section I)</b>	*MA from Accredited School +3 Yrs. Verified K-12 Ed. Admin. <b>(Attach Copy of Degree and Letter(s) of Verification of Experience from Supervisor- dates, school(s), address(es), grade levels on Supervisor’s Letterhead Stationary] (*And Attach “Occupational Permit” – See Section I)</b>

(Attach licenses, degrees, letters of verification of experience after this page.)

(\*Attach occupational permits after Section I.)

### **ALL INSTRUCTORS MUST QUALIFY:**

**ALL** private school instructors teaching anything including music, art, religion etc. **must qualify under one of the qualifying categories** listed.

### **LIST ONLY ONE QUALIFYING CATEGORY**

You are indicating how each instructor qualifies as instructor under only 1 qualifying category: **either** NV licensed, **OR** non-NV licensed, **OR** BA+3 (NO LICENSE), **OR** MA+1 (NO LICENSE).

(We don't need to know if instructors have a license *and* BA+3 for example.)

### **WHICH LICENSES TO SUBMIT:**

Do not submit more than one state license unless they show different licensing.

For example, don't submit a valid NV license and a valid CA license licensing for the same subjects/grades. Or don't submit an invalid NV license and a valid CA license.

Submit only licensing that is essential for qualifying for the assignment.

### **ORDER OF LICENSES FOR REFERENCING QUALIFICATIONS**

Enclose copies of licenses **in the order of names listed under each qualifying category** for easy referencing.

### **VALID LICENSES-** Valid for teaching subject/grade; not expired.

√ Make sure the name on the license matches the employee name you have listed.

Ex. Make it clear that "Suzie Smith" (married name) matches "Suzanne Jones" (maiden name on the license) by either writing a note on the license "Suzanne Jones is same as Suzie Smith" or making it clear on the list "Suzie ('Suzanne Jones') Smith".

√ You must submit valid licenses

front and back to indicate provisions- but don't submit the back if it is blank!

(-OR- indicate another means of qualifying, e.g., BA+3, MA+1).

√ Check the expiration date of the license to make sure it is readable and not expired.

√ Check that the provisions have been removed by the required date.

Attach the Department of Education **letter saying all provisions have been removed**.

Don't just check off/cross out provisions on the license – if there is no proof attached.

If provisions have not been removed by the expiration date, it makes the license invalid.

Listing the instructor's assignment by subject/grade level is essential to matching qualifications/licensing.

**“Report on Employees” Section C: NEVADA LICENSED INSTRUCTORS**

**\*\*\*\*\*ATTACH COPY OF EACH LICENSE AFTER THIS PAGE\*\*\*\*\***

**(INCLUDING BACK OF LICENSE WITH PROVISION INFORMATION)**

**DO NOT LIST SUBSTITUTES HERE. DO NOT LIST LIBRARIANS HERE.**

Name of Instructor (Listed in Order by Grade Level/ Subject Ex. All K, then all 1 <sup>st</sup> ...)	Assignment: Subject and Grade Level	License - Valid for Subject/ Grade Level	License - Readable/ Not Expired	License – Provisions: Date OK or Provi- sions Removed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

**“Report on Employees” Section D: NON-NEVADA LICENSED INSTRUCTORS**  
**\*\*ATTACH COPY OF EACH “OTHER STATE/TERRITORY” LICENSE AFTER THIS PAGE\*\***  
**(INCLUDING BACK OF LICENSE WITH PROVISION INFORMATION)**

Name of Instructor (Listed In Order By Grade Level/ Subject)	Assignment: Grade Level/ and Subject	State License- Valid for Grade Level/ Subject	License - Readable/ Not Expired	License – Provisions: Date OK or Provi- sions Removed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

**“Report on Employees” Section E:**  
**INSTRUCTORS WITH BA + 3 YEARS OF EXPERIENCE**

Name of Instructor (Listed in Order By Grade Level/Subject)	Assignment: Grade Level/ and Subject	BA from Accredited School ( <b>Attach Copy of Degree</b> )	+ 3 years Verified Teaching Experience at the GradeLevel [ <b>Attach Copy of Letter(s) of Verification of # of Years of Full-Time or Supervised Teaching Experience from Administrator(s) - dates, school(s)/ Address(s), grade levels/ subject- on Administrator’s Letterhead Stationary</b> ]	<b>List Social Security Number</b>  (* <b>Attach Copy of Occupation- al Permit - See Section I)</b> )
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

(Attach degrees, letters of verification of experience after this page.)

(\*Attach occupational permits after Section I.)

**“Report on Employees” Section F:**  
**INSTRUCTORS WITH MA + 1 YEAR OF EXPERIENCE**

Name of Instructor (Listed in Order By Grade Level/Subject)	Assignment: Grade Level/ and Subject	MA in Area Appropriate for the Assignment (e.g. elementary = “education”/ e.g. secondary = subject teaching) From Accredited School (Attach Copy of Degree)	+ 1 year Verified Teaching Experience at the GradeLevel [Attach Copy of Letter(s) of Verification of # of Years of Full- Time or Supervised Teaching Experience from Administrator(s) - dates, school(s)/ address(es), grade levels/ subject- on Administrator’s Letterhead Stationary]	List Social Security Number  (* Attach Copy of Occupation- al Permit - See Section I)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

(Attach degrees, letters of verification of experience after this page.)  
 (\*Attach occupational permits after Section I.)

**“Report on Employees” Section G: TOTALS**

**ALL private school instructors (teaching anything including music, art, religion etc.) must qualify:**

**LICENSED TEACHERS**

# of Nevada licensed teachers (Do not include subs) \_\_\_\_\_

# of Non-Nevada licensed teachers \_\_\_\_\_

**NOT LICENSED TEACHERS**

# of teachers qualifying with a BA + 3 years \_\_\_\_\_

**teaching at the appropriate grade level** \_\_\_\_\_

# of teachers qualifying with a MA in an area \_\_\_\_\_

**that is appropriate for the assignment + 1 year** \_\_\_\_\_

**teaching at the appropriate grade level** \_\_\_\_\_

**Percentage of combined NV/Non-NV LICENSED Teachers** \_\_\_\_\_

(Ex. 20/23 = 87%; 18 NV licensed + 2 Non-NV licensed = 20 combined licensed out of 23 teachers

Include subs when totaling # of teachers for percentage. This %age is listed in the Private Schools Directory.)

**“Report on Employees” Section H:**  
**INSTRUCTORS TEACHING WITH A SUBSTITUTE LICENSE**

\*\*\*\*\*ATTACH COPY OF SUBSTITUTE LICENSE\*\*\*\*\*  
 (INCLUDING BACK OF LICENSE WITH PROVISION INFORMATION)

**Substitute licenses (NAC 391.332, NRS 391.019) are valid for :**

- \*a) 60 days to fill a teaching position for which a teacher has not been hired under contract.  
 The department may grant 1 extension for 30 days in an exceptional case upon request from the administrator of a private school. (Send the request to me);
- \*b) unlimited days of service if filling the position of a teacher who is under contract.

Name of Instructor	Assignment: Grade Level/ and Subject	Substitute Valid for *a) above (List Hiring Date)	For a) above (Attach copy of Dept. of Ed. letter granting 30 day extension - if applicable - or- your letter requesting an extension)	-OR- Substitute Valid for *b) above (List Hiring Date)	For b) above (List Name of Teacher Under Contract For Whom the Substitute Is Filling In)
1.					
2.					
3.					

**Do not include “short term” substitutes.**

**“Report on Employees” Section I:**  
**NON-LICENSED EMPLOYEES**

(Including Non-Licensed Administrators and Instructors)

NAC 394.160 (1)

“Each applicant and employee of an applicant without a teacher’s license or administrator’s license shall hold local occupational permits **before beginning any activity at a private school.**”

ALL non-licensed personnel who work in the school during school hours are required to have occupational permits aka “sheriff’s cards” (e.g. administrators, teachers, teaching assistants, secretaries, clerks, receptionists, bus drivers, cooks, custodians etc.).

The school does not employ nonlicensed personnel:

**[ ] Note here if your school does not employ any nonlicensed personnel. This will indicate why you are leaving the table blank.**

For schools with a licensed preschool/child care center- as long as you make sure all your preschool/child care center employees have current occupational permits (aka “sheriff’s cards”), you do not need to submit these.

**[ ] Simply check here to indicate your educational facility includes a licensed preschool/child care center so all of these preschool/child care center employees have a current occupational permit.**

Only submit those employee occupational permits that are necessary for kindergarten through 12<sup>th</sup> grade, e.g. teachers, administrators, teaching assistants, (and not every preschool/child care center teacher/assistant/clerical staff member who is required to have the preschool/child care center occupational “work permit”).

You must submit readable copies of these permits.

Make sure they have not expired- write expiration dates in the table where indicated.

**DO NOT INCLUDE COPIES OF OTHER CARDS SUCH AS HEALTH CARDS AND DRIVER’S LICENSES.**

The occupational permit should reflect Nevada Highway Patrol and FBI clearance and list an expiration date.

**“Report on Employees” Section I (Continued from p. 13 - Table):**

**NON-LICENSED EMPLOYEES**

**Relist all the non-licensed administrators and teachers (already listed in other tables) as well as list the other nonlicensed staff in the table below ( e.g., teaching assistants, secretaries, clerks, receptionists, bus drivers, cooks, custodians...).**

Name	Assignment	Social Security Number	Copy of Occupational Permit (Or “Background Checks”) -Readable -Attached in order listed herein	Expiration Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				

**Do not list “after school care” employees.**

NAC 394.160(1) “Each applicant and employee of an applicant without a teacher’s license or administrator’s license shall hold local occupational permits before beginning any activity at a private school.” You hire the employee after they secure their occupational permit.

**“Report on Employees” Section I (Table Continued):**  
**NON-LICENSED EMPLOYEES**

**(TABLE CONTINUED From P. 14)**

<b>Name</b>	<b>Assignment</b>	<b>Social Security Number</b>	<b>Copy of Occupational Permit (Or “Background Checks”) -Readable -Attached in order listed herein</b>	<b>Expiration Date</b>
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				

(Put on your school's letterhead)

## VERIFICATION OF TEACHING EXPERIENCE

---

<b>First Name</b>	<b>MI</b>	<b>Last Name</b>	<b>Maiden Name</b>
-------------------	-----------	------------------	--------------------

---

<b>Social Security #</b>	<b>Date of Birth</b>
--------------------------	----------------------

The above teacher applicant is requesting that you provide our school with verification of his/her teaching experience within your district or school.

We request that the experience be consistent with the following requirements:

- The applicant taught for at least five class periods per school day for 180 days in each year of experience.
- Teaching experience took place in a school recognized by the state department of education.
- Substitute teaching for less than the 180 day year/5 period day, preschool, or aide experience, should not be considered when verifying teaching experience.

---

<b>Subject/Grade Level</b>	<b>School Name</b>	<b>From Date</b>	<b>To Date</b>
----------------------------	--------------------	------------------	----------------

---

<b>Subject/Grade Level</b>	<b>School Name</b>	<b>From Date</b>	<b>To Date</b>
----------------------------	--------------------	------------------	----------------

Based on previous evaluations is the employee eligible for re-employment? \_\_\_\_\_

**Yes**

**No**

---

<b>Print Name</b>	<b>Signature</b>	<b>Title</b>
-------------------	------------------	--------------

---

<b>Name of School</b>	<b>Name of District</b>
-----------------------	-------------------------

---

<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Phone Number</b>
-------------	--------------	-----------------	---------------------

**Date Signed:** \_\_\_\_\_

