

MEMORANDUM

**TO: Private School Administrators
of Private Schools Licensed via Northwest
Association of Accredited Schools**

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

Date: September 15, 2009

Subject: Private School Enrollment and Staff Data

October 15th deadline.

Private School Enrollment and Staff Data

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

The **Nevada Revised Statutes 394.221 (2) (b)** states that the board shall “maintain a list of private elementary and secondary education institutions authorized to operate in this state. The list shall be available for the information of the public.”

The **Nevada Administrative Code 394 394.050 (4)** states that on or before November 15 of each year, the Department shall prepare the annual directory of the private schools.

In order for the annual directory to be completed on time, the October 15 deadline for submission of the Private School Enrollment and Staff forms have been sent.

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

(Complete and return next page)

**REPORT ON EMPLOYEES
FOR PRIVATE SCHOOLS LICENSED VIA
NORTHWEST ASSOCIATION OF ACCREDITED SCHOOLS**

	NEVADA CERTIFICATION	ANOTHER STATE CERTIFICATION	NO CERTIFICATION WITH BACHELOR DEGREE	NO CERTIFICATION WITH MASTER DEGREE
ADMINISTRATOR				
TEACHERS				