ADDING 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.

If you decide to add additional grades to the private school license, you need to submit the licensing items listed below. This does not require going through the State Board of Education process.   After the licensing items are reviewed, the State Superintendent will be sent a revised license to sign along with an *analysis sheet*. Your revised license will then be mailed to you.

In order to add a grade or grades, submit the following items with their numerical labels:

1.1	names, descriptions and levels of proposed courses **OR** a statement that you will be using Common Core State Standards
1.2	state the measurable objectives
1.3	textbooks to be used
1.4	class schedules – start/end times, recess and lunch periods
1.5	<u>if</u> not previously stated when will the Constitutions exams be given
1.6	describe additional physical education facilities/list equipment
1.7	describe additional instructional media services, library materials
1.8	list additional audiovisual & instructional equipment
2.2	staff assignments per grade and course; how new teachers qualify
2.6	list of new non-licensed employees, assignments & sheriff cards
3.1	anticipated maximum student enrollment or new grades
3.2	Progress Reports/Report Cards if different from those already submitted
3.4	changes in procedures described re standards of progress and student conduct
7.1	Floor plan showing appropriate space available
9.5	Amended budgets (estimated for life of license)

If adding a new building

7.1	school building and site plans	7.7	Insurance Co, Agent, and Phone
7.3	health department inspection	7.8	insurance coversheet
7.4	vehicle inspection	7.9	rental agreement/lease (signed copy) **OR**
7.5	OSHA report		proof of ownership

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