LICENSED PRIVATE SCHOOLS
LICENSING GUIDELINES

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: *You are welcome to submit your paperwork via email ONLY if renewing.*

OR

1. In a large paper clip or rubber band. Do not spiral bind or staple the application since the application will be taken apart for filing purposes. ~~(You may use a 3 ring binder if you wish.)~~ The DOE files use the two-hole at the top prong for filing purposes.

2. Label all items **in the top right hand corner by number**, ex. 1.1, 1.2

3. When you get to Component #5 include one copy of your brochure and if needed parent handbook, **highlight each item and label by # on the brochure** ex. name/address **A**, governing body and faculty members **J**, publication date **B,** philosophy **C,** entrance requirements **K** etc.

4. Please separate one component from the next with a tab or sticky note. Dividers will be discarded so please do not waste your materials.

If submitting via e-mail Keep attachments in ORDER, scan upright and be sure to label them.

THE APPLICATIONS WERE REVISED AND UPDATED…DECEMBER 2013 BE SURE TO USE THE NEW FORMAT. IF YOU ARE RENEWING YOUR LICENSE, USE THE PROPER RENEWAL APPLICATION – ACCREDITED, KINDERGARTEN OR RENEWAL.

RE-LICENSING TIMELINES CHANGE ACCORDING TO THE STATE BOARD MEETING SCHEDULE

Your application must be reviewed and a visit to your school scheduled and completed before the appropriate paperwork can be submitted for the State Board Agenda. If the timeline to get the licensing on the agenda is not met, your license will be delayed. Unlicensed schools cannot be legally operated in the State of Nevada.

The tentative schedule follows – if it changes I will be in touch with schools needing to be renewed.

The State Board of Education meets on	Documents due to Private Schools Office
April 17 May 29 July 10 August 14 September 25 November 6 December 11 2014	March 1 April 18 May 23 July 1 August 8 September 26 October 27 2014

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

appointments for inspections – see contact information
budgets (item 9.5)
financial statement if required (item 9.6)
updating any required "sheriff's cards" and/or fingerprints via Adam Walsh Act for **ALL non-licensed** instructors and secretaries, receptionists, cooks, bus drivers, etc. (item 2.6.)

ON SITE VISIT

The on- site school visit is conducted by the private school education program professional before the State Board Agenda filing 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.

If you have problems getting everything together, call the Private Schools Office: 775-687-9238.