

DISTANCE EDUCATION PROGRAMS - RENEWAL APPLICATION GUIDELINES AND REQUIREMENTS

Program Requirements

Nevada School Districts and Charter Schools that wish to provide a program of distance education to students in Nevada *must* apply to the Department of Education and receive approval to provide such a program. In addition, the school district or charter school must seek renewal of the Distance Education program plan every three years.

*Note: The effective date of a Distance Education program is the date that the original Distance Education program was approved by the Department (the date the original approval letter was written) or the date that the original program first operated within the school – which ever is later.

Eligibility

Only Nevada Public School Districts and Charter Schools are eligible to apply for approval or renewal to operate a program of Distance Education for Nevada students.

Renewal Application Timeline

An application must be received by the Department from the board of trustees of a school district or a governing body of a charter school 60 days prior to the expiration of the current Distance Education program. Department of Education staff will review applications in the order they are received.

Within 45 calendar days after receipt of the renewal application, the Department will provide the applicant with a written approval or denial of the program. If the application to operate the program is denied, the applicant will have 30 calendar days to correct any deficiencies identified by the Department and resubmit the application to the Department. Upon receipt of the resubmitted application, the Department shall make a final determination as to whether the program renewal will be approved.

Application Submittal and Technical Assistance

Two copies of the complete application (one electronic, one with original signatures) must be provided to the Department.

Please submit the copies of the application to:

Tracy Moore, Adult/Alternative/Distance Education Programs Professional
Nevada Department of Education,
755 N. Roop Street, Suite 201 East Fifth Street, Room 108
Carson City, NV 89701.

Please submit the electronic copy to: tmoore@doe.nv.gov

If you have any questions regarding the information requested in the application, please call Tracy Moore at 775-687-7288, email tmoore@doe.nv.gov

Renewal Application Requirements

Application Cover Page (Provided as part of the official renewal application)

All information requested on the renewal application cover page must be completed by the applicant as part of the application. An original signature of the school district superintendent, charter school principal or other appropriate designee of the applicant must be provided. The name and telephone number of a contact person must be provided. The designated contact person will be the person the Department of Education will contact regarding any questions it may have pertaining to the renewal application.

Please Note: By signing the cover page, the school district or charter school representative assures the Department of Education that the distance education program will be operated as described in the renewal application and ensures that the persons who operate the program on a day-to-day basis will comply with and carry out all applicable requirements, statutes, regulations, rules and policies of the school district or charter school. Refer to the “*General Program Requirements*” for distance education programs taken from Nevada Revised Statutes and Nevada Administrative Code for additional program requirements not specifically addressed in this application.

As separate attachments to the cover page, address each of the following areas in sequence. Label each section to correspond with the area being addressed.

Section 1. Identify all distance education courses that will be offered

If a course of distance education that will be offered through the program is currently included on the list of approved distance education courses prepared by the Department, please include an identification of each course, including, without limitation, the title of the course and the name of the provider of the course of distance education.

. For new courses that will be developed and offered by the applicant, the Distance Education Course Approval Application provided by the Department of Education must be completed for all courses that will be offered through the distance education program.

Section 2. Describe the process that will be used to enroll students in the distance education program.

For students who are regularly enrolled in the school district or charter school, describe the process the school district or charter school will follow regarding the selection and enrollment of students in the program of distance education.

If the distance education program will allow the enrollment of students, full or part-time, from other school districts or charter schools within Nevada, describe the process to be followed regarding how the required written permission and agreement from the other school district or charter school will be

obtained for each student. In addition, please describe the contents of the agreement including any reimbursement made between school districts or charter schools.

Please note: Home schooled students are not eligible to enroll in or otherwise attend a program of distance education offered by a Nevada school district or charter school.

Section 3. Provide an explanation of how the school district or charter school will document each pupil's attendance and participation in courses offered through the distance education program.

Provide a brief description of the process the school district or charter school will follow to ensure an accurate accounting of the student's attendance and participation in the distance education program.

Please note that regulations require that the teacher assigned to each course must meet or otherwise communicate with each student at least once each week for the pupil to be considered enrolled in the program of distance education. The student shall be considered in full attendance for each week the teacher meets or communicates with the student. The attendance of the student must be recorded weekly as part of the master register of enrollment and attendance.

For each student who is enrolled full time in a program of distance education, the school district that provides the program must designate one public school within that school district to which the student will be affiliated. The student must be reported weekly as enrolled and in attendance in the school designated by the school district.

For each student who is enrolled part time in a program of distance education for which an agreement has been constructed between school districts or charter schools, the student must be reported weekly as enrolled and in attendance in the class. The record of part time attendance must be maintained separately from the record of attendance maintained by the school in which the pupil attends classes full time.

Section 4. Describe the plan that will be followed for assessing the achievement of students enrolled in the distance education program.

Provide a description of the plan (process) the school district or charter school will follow regarding the assessment of students in the required State achievement and proficiency examinations and other assessments required of all students by the school district or charter school for all applicable grades. Provide a description of how required midterm/end of course assessments will be administered to include proctor qualifications.

Section 5. Describe how the school district or charter school will document successful course completion and the awarding of course credit to students.

The description must include how the school district or charter school will document the completion of the distance education courses by individual students, how the records will be stored and maintained as well as how the school district or charter school will issue individual grades to students who complete distance education courses.

Section 6. Describe how the school district or charter school will monitor the progress of students enrolled in the program.

Provide a description of the process to be followed by the school district or charter school regarding the monitoring of progress being made by students enrolled in distance education courses.

Please include any criteria that will be used to trigger the identification of pupils who are having difficulty with course assignments or are otherwise having difficulty in being successful in the course.

In addition, describe the technical assistance/support that will be provided to students who are not making adequate progress in their distance education courses.

Special Notes

A school district or charter school may not operate a program of distance education until the school district or the charter school has received official notification of approval to operate within the State of Nevada by the Department of Education.

A school district or charter school may continue to allow students to participate in Dual Credit Courses provided by Nevada Community Colleges and Universities as well as Correspondence Courses without having an approved Distance Education Program.

If the application to **operate a program of distance education** is approved, the approval is valid for a period of three years.