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June 16, 2017

GUIDANCE MEMORANDUM #17-15

TO: School District Superintendents

FROM: Steve Canavero, Ph.D.
Superintendent of Public Instruction

SUBJECT: Pupils Who Receive Distance Education Instruction in a County Other Than Their County of Residence

It has come to the Department's attention that there are pupils who are enrolled full-time in a program of distance education offered by a school district that is not their district of residence. This memorandum is intended to clarify the procedure for claiming such pupils for the purpose of DSA funding apportionment. This memorandum only applies to school districts and does not apply to charter schools.

If a pupil who is otherwise eligible according to the criteria delineated in NRS 388.850 wishes to attend a distance education program outside of their district of residence, they must obtain the written permission of the board of trustees of the school district in which the pupil resides (NRS 388.854(1)). Additionally, the district of residence and the receiving district must enter into a written agreement between themselves governing the terms of the distance education services provided (NRS 388.854(3)). Each such agreement between districts must be signed by an authorized representative of both the district of residence and the receiving district. The agreement must contain the names of each applicable pupil, and a separate written agreement must be signed for each school year that a pupil enrolls in such a program of distance education (NRS 388.854(4)).

Failure of any pupil to obtain written permission as required by NRS 388.854(1), failure of the receiving district to obtain a written agreement with the district of residence for each applicable school year (NRS 388.854(4)), or failure to comply with any and all other applicable attendance and course requirements (including but not limited to NAC 387.193 & NAC 387.345) or any other applicable Department policy or direction, may result in the disallowance of all such pupils for purposes of DSA funding apportionment.

Please submit all questions to Michael Shafer, Chief Auditor (mshafer@doe.nv.gov).

This memo does not expire and will operate in perpetuity until replaced.

Thank you for your cooperation in this matter.

A handwritten signature in blue ink that reads "Steve Canavero".