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August 28, 2017

GUIDANCE MEMORANDUM #17-21

TO: Nevada Education Choice Scholarship Program Registered Schools
Nevada Education Choice Scholarship Program Scholarship Organizations

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

SUBJECT: Reissue of Guidance Memorandum #17-17: Guidance on Nevada Educational Choice Scholarship Program- Applications and Reporting

In accordance with [A.B. 165](#) (2015), Section 5 subsection 1, ([NRS 388D.270](#)) scholarship organizations are to:

Provide grants on behalf of pupils who are members of a household that has a household income which is not more than 300 percent of the federally designated level signifying poverty...

The original intention of the 2015 Nevada Legislature was to provide *choice* to parents of students whose household income is 300% or less of the Federal poverty level through the Nevada Educational Choice Scholarship Program (NECSP). In order for the Department to fully report to the public on recipients under this program, it requires applicants to include the requisite demographic information with the required scholarship reporting.

Pursuant to [NAC 385.602](#)(1)(a) and NAC 385.602(1)(b), in order for the Department to aggregate student information, Scholarship Organizations shall submit the following information in quarterly reports,

- 1) Demographic information for each pupil, including the name, date of birth, grade level, gender and race or ethnicity of the pupil, whether the pupil has a disability, the **household income** of the pupil calculated pursuant to [NAC 385.6043](#) and the name and address of the parent or guardian of the pupil;
- 2) The amount of each grant provided on behalf of a pupil;
- 3) The manner in which money from each grant has been used, including, without limitation:
 - I. The name of each school that has received money from a grant;
 - II. The tuition and fees charged by each school; and

- III. Any portion of such money that has been used to pay for the transportation to and from the school; and
- 4) Annually submit to the Department the name of the school attended by each pupil on whose behalf a grant is provided during the school year immediately preceding the school year for which the grant is awarded or, if such pupil was not enrolled in a school, whether the pupil was a homeschooled child, an opt-in child or was not required to attend school pursuant to [NRS 392.040](#) for the that school year.

In order to make the **household income** data point meaningful and to ensure compliance with poverty level eligibility formulation, the Department requests that each scholarship organization report **household size** in addition to the data reporting elements listed above as required by Nevada Administrative Code.

In order to ensure appropriate payments, student enrollment is to be verified prior to making payments to a school.

Academic progress reports must be completed by each school. All assessment scores for standardized assessment results must be provided as **scale scores** so that the Department will be able to aggregate the information; normal curve equivalent (NCE) scores **may also** be included.

Each scholarship organization must submit a copy of their application and guidance for completing the application to the Nevada Department of Education prior to opening the application process for the following school year.

Please submit all questions to Donna Wix, EPP for the NECSP (dwix@doe.nv.gov). Thank you for your cooperation in this matter.

This memo replaces Guidance Memo #17-17 issued on July 10, 2017, does not expire and will operate in perpetuity until replaced.

