

Licensing Guidelines for Private Schools

The application to license or re-license a private school is open to the public. Parents and/or community members may ask to see it or obtain a copy. (NRS 394.201)

Attorney General opinion: *Licensing materials are public records. Materials submitted to the Department of Education by private schools as part of the procedure for licensing pursuant to NRS 394.201 et seq. are public records within the meaning of NRS 239.010 because interest in access to such records clearly outweighs any interest of the 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 licensing or re-licensing should be signed by the owner of the school or the qualified K – 12 private school liaison or administrator. A preschool administrator who is not filling the official “head of private school” position with appropriate qualifications should not sign this page.

Submission Format

Renewal applications MAY be submitted via email. Keep your attachments in order and upright. Be sure to label each piece.

First time applications MUST be sent to NDE in a hard copy. Do **not** bind, staple or put your paperwork in a binder. You MAY use a large paperclip or a rubber band. Do **not** use dividers.

Label all items in the top right hand corner in accordance with the component number **or** tab the bottom of your pages. It is acceptable to put more than one component on a page if there is room; there is no need to copy the component on a page and then put your information on the next page.

Component #5 requires the inclusion of your brochure and/or parent handbook. Be sure to highlight the items and label them in those documents – A through J or K.

Applications will be revised and updated as the need arises. Be sure to use the most recent form when preparing your application. We are now posting PDF forms.

Every private school must have a sole proprietor, a limited liability company, a domestic corporation, or some kind of "business entity" registered with the Nevada Secretary of State with Articles of Incorporation filed which indicate that part of the purpose of the entity is to educate children. This needs to be highlighted! If the Articles of Incorporation do not state this, By-laws which do must also be submitted. If upon your license renewal these items have **not** been revised, you do not need to send another copy. If revisions have been made you do need to send the revisions.

Specific timelines change

Your application must be reviewed for completeness and a visit to your school must be scheduled and completed before the appropriate paperwork can be submitted for the SBE meeting. The State Board of Education meeting schedule is located at: [SBE Meeting Schedule](#).

If the timeline to get the approval of your license is not met your license will be delayed or will expire awaiting renewal. Private Schools in the State of Nevada must be licensed to be legal. Your paperwork must be on the Private School desk at least 60 days prior to the license expiration. This should allow sufficient time to accomplish all that must be done in time to submit a recommendation to the SBE and have this item placed on the agenda.

Always keep a copy of your application paperwork for future reference. Some items may take more time to gather than others so be sure to think through the process.

Inspections are not controllable by you so CALL EARLY and schedule them.

If you do not set the BUDGET, request it from your fiscal department in advance. You must provide the next two school year's budgets (four if you are on a four year cycle). If your budgets show larger expenditures than revenue you must explain how the deficit is covered.

Financial statements may take a while to obtain so check the application for which you need to include.

Employee criminal background checks will be audited as part of the on-site school visit. Do **NOT** include any proof of these in your application. On the list of *unlicensed staff* you will indicate if each person has a sheriff's card, proof through the Adam Walsh Act or if you ran a check through some other means.

On-site Visit/Review

The Education Programs Professional will schedule a visit to your school prior to sending the SBE paperwork asking for approval or denial of your license. Materials that will be

used to deliver curriculum need to be available. Random student and staff files will need to be audited will be requested during the visit.

In general, the purpose of the visit will be to verify that the application paints an accurate picture of your school. The previous Private School Consultant would tell school staff that his purpose was to ensure that the school existed, not just a mailbox on the street.

Agent's Permit

Every private school must have an agent in accordance with NRS 394.261 - .351 .

Questions? Concerns?

Call 775-687-7286 OR email the private school Education Program Professional: [Donna Wix](#) .