



Declaration of Exemption & Renewal Form

State of Nevada Department of Education
Office of Career Readiness, Adult Learning & Education Options
755 N. Roop Street, Suite 201,
Carson City, NV 89701

Private Elementary and Secondary Education Authorization Act:
EXEMPTIONS (NRS 394.211 & NAC 394.0195)

We, _____
Name of Sponsoring Organization

a _____
Type of Entity (according to the SOS)

Street Address

Mailing Address

City & Zip Code

County

Telephone

hereby declare that we qualify for an exemption from the provisions of the Private Elementary and Secondary Education Authorization Act (NRS 394.201 et seq) to operate a school/institution pursuant to NRS 394.211 as follows:

Name of School

Street Address City Zip Code

Mailing Address (If different) City Zip Code

School Telephone

School Fax

Head of School

Title of Head of School

E-mail Address

Web Site

Number of Students _____ Grade Levels for which Exemption is requested: _____

We are a Profit / Non-profit school.

Printed Name & Title of Person signing this application

Please mark the one exemption category for which you are requesting exemption (NRS 394.211):

- 1) Institutions maintained by this state, another state or the District of Columbia, or any political subdivisions thereof and supported by public funds.
- 2) Elementary and secondary educational institutions operated by churches, religious organizations and/or faith-based ministries.
- 3) Institutions operated by or under the direct administrative supervision of the Federal Government.
- 4) Fraternal or benevolent institutions offering instruction only to their members or their immediate relatives and the instruction is not operated for profit.
- 5) Institutions or school systems in operation before July 1, 1975, as to courses of study approved by the board pursuant to NRS 394.130; but those institutions or school systems are not exempt as to substantial changes in their nature or purpose on or after that date. The official literature of an institution or school system describing the nature and purpose of the institution or school system as of June 30, 1975, is prima facie evidence of the nature and purpose on that date for the purposes of this chapter.

Component 1: Exempt Status Documentation

- 1.1 You must provide documentation that substantiates exemption status for the **ONE category** selected.

Category 1

Institutions maintained by this state, another state or the District of Columbia, or any political subdivisions thereof and supported by public funds.

Send paperwork that demonstrates the above. **Non-profit schools:** Submit a copy of the official declaration of tax exempt status from the **IRS**.

Category 2

Elementary and secondary educational institutions operated by churches, religious organizations and/or faith-based ministries

This school is operated by a: (highlight one)

Church

religious organization

faith-based ministry

Submit ORGANIZING DOCUMENTS which-

a. express the purpose of the organization **and**

b. state the church, religious organization or faith-based ministry is sponsoring the school.

Check **ONE** of the following to indicate the documents you are submitting.

Incorporated organizations:

Articles of Incorporation & By-Laws if the organization has By-Laws

Unincorporated organizations:

Articles of Association &/or By-Laws if the organization has By-Laws

If it is not stated in the Articles of Incorporation, Articles of Association or By-Laws that the church, religious organization or faith-based ministry is the sponsoring organization of the school you **must** also submit:

(a) a letter from the church, religious organization or faith-based ministry stating the school is operated as a ministry of this organization **-OR-**

(b) a copy of the organization's board minutes stating the school is operated as a ministry of this organization.

Non-profit schools: Submit a copy of the official declaration of tax exempt status from the **IRS**.

Category 3

Institutions operated by or under the direct administrative supervision of the Federal Government.

Submit a copy of your Nevada tax exemption letter to document nonprofit status.

Category 4

Fraternal or benevolent institutions offering instruction only to their members or members' immediate relatives and the instruction is not operated for profit:

Submit a copy of your IRS 501(c)(3) letter to document nonprofit status

And one of the following:

Articles of Incorporation with the By-Laws (if the institution has them)

Highlight the purpose of the organization.

OR

If the fraternal or benevolent institution is not incorporated and thus does not have Articles of Incorporation/By-Laws to submit, submit the documentation the institution has to show its structure.

Plus

Documentation as to how membership is determined

Category 5

Submit the following:

Articles of Incorporation

By-laws if the organization has By-Laws

Official literature of your institution describing the nature and purpose of the institution as of June 30, 1975

Component 2: Parent notification of Exempt Status

2.1 Before a child enrolls in an institution that is exempt pursuant to this section, the institution shall provide written notice to the parents or legal guardian of the child that this school ***“is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.”***

_____ Provide a copy of the document (e.g., enrollment form, letter, brochure, etc.) that will be used to meet this requirement. Be sure to use the **exact wording** as it is written above in italics.

Component 3: Curriculum & Staffing

You are also attesting that your exempt-licensed private school will be following: **“Our curriculum, exclusive of religious instruction, provides equivalent instruction of the kind and amount approved by the State Board of Education (NRS 392.070, 394.125, 394.130, NAC 389 Standards).”**

3.1 Give proposed time allocations for classes by level (which must meet the minimum requirements in the •Nevada Course of Study, •Nevada High School Graduation Requirements and •NRS 389 Make a list of the grade levels you indicated on page 1 and next to each grade level write the number of minutes of instructional time the grade will attend school each day. Do not include the lunch period.

(NAC 387.130) Minimum Required times: Kindergarten ~ 120 minutes Grades 1 – 2 ~ 240 minutes
Grades 3 – 6 ~ 300 minutes Grades 7 – 12 ~ 330 minutes Special Education ~ 330 minutes
(NAC 387.105) Short school day is 2/3 of a regular school day. K ~ 80 minutes Grades 1 & 2 ~ 160 minutes Grades 3 – 6 ~ 200 minutes Grades 7 – 12 & Special Education ~ 220 minutes

3.2 Provide calendars for the **two school years** being covered by the license. IF you follow your county school district calendar **exactly** initial here:
In this case you do not need to submit calendars.

School is held a **minimum of 180** days per school year (NRS 388.090). You must use the calendar forms on the private school web page Be sure to **indicate the school holidays**.

3.3 Will you be admitting students with disabilities? **YES** **NO** If yes you need to carefully review NRS 394.353 through NRS 394.379.

3.4 When will the examination on the Constitutions of the United States and Nevada be given? [Required to be done once in elementary grades and once in secondary] (NRS 394.150)

Grade Level & Month

Grade Level & Month

3.5 We are using the Common Core State Standards and other Nevada Content Standards as the basis of our curriculum. **YES NO** If your response is NO you must provide a copy of the scopes and sequences of the various curricular programs you will be using and explain how you will ensure that your students will have the instruction that is required by statute and regulation.

If you are using the up-to-date version of any of the following, please circle or highlight the name: A Beka Accelerated Christian Education Alpha Omega

3.6 Provide a list of textbooks you will use by grade and subject area.

3.7 On page one you indicated which grade levels you plan to offer. Now tell how many teachers you will provide for each grade level.

Component 4: Safety (NRS394.168 - .1699)

4.1 Your Crisis Response Plan is **CONFIDENTIAL** – do NOT send it to any agency other than those listed below. (NRS 394.1698) **ANNUAL REQUIREMENT**
You must submit a copy of this entire plan to the Department of Public Safety, Emergency Management Office via email: NDEMplanning@dps.state.nv.us .

You **must** upload this document to File Zilla for the NDE.

Submit the *Crisis & Emergency Response Compliance Certification* for to Diana Hollander at Dhollander@doe.nv.gov .

Please give the street address, phone number and other identifying information for the Fire Station and Law Enforcement Office to which you delivered a copy of your school's plan:

Fire Station

Law Enforcement Office

4.2 Now carefully read **NRS 394.1685** through **NRS 394.1699** and **NRS 388.253**.

4.3 Visit [Emergency Management Guide](#) and comply with the information there.

4.4 A copy of your fire drill procedures must be posted in every classroom. Who is responsible for this at your school? Provide their name or title. (NRS 394.170)

Provide a copy of the fire drill procedures/information that is posted in each classroom. Be sure to include NRS 394.170. (NAC 394.430)

4.5 Who is the Fire Chief who is supervising your monthly drills? (You **MUST** notify your local station and invite the Chief or his/her representative to observe/supervise.) This is **NOT** optional. (NRS 394.170)

4.6 Submit a copy of the **Fire Department Inspection** report for an inspection completed within the past 12 months which indicates the facility meets all codes for the prevention of fire. Do **NOT** submit fire drill reports. Do NOT submit reports from your sprinkler system company. (NAC 394.130) (If you were inspected by the Clark County Fire Department you will not have a written record of this inspection – a copy of your County Business License will prove your school has been approved by the CCFD.)

Date of report or Business License:

4.7 Submit a copy of the **Health Department Inspection** report for an inspection completed within the past 12 months which indicates the facility meets all codes for safety, health and sanitation. (NAC 394.110)

Date of report:

*IF your school operates a **food service program**, submit a copy of the Health Department inspection report for an inspection of the kitchen completed within the past 12 months which indicates the facility meets all codes for safety, health and sanitation. (NAC 394.110)

Date of report:

4.8 IF your school has buses or vehicles used to transport students you **MUST** submit a copy of the vehicle inspection report done in the past 12 months by the **Department of Motor Vehicles and Public Safety** which defines the condition, equipment and identification of the buses or vehicles. (NAC 394.110)

How many Buses and/or Vehicles: _____ Date of report: _____ **Questions about vehicles and/or vehicle inspections need to be addressed to [Diana Hollander](mailto:dhollander@doe.nv.gov), dhollander@doe.nv.gov or call her at 702-688-4319.**

4.9 Compliance with the Federal **OCCUPATIONAL SAFETY & HEALTH ACT** (OSHA) Submit evidence of communication, dated within the last 12 months, with the DIVISION OF INDUSTRIAL RELATIONS OF THE DEPARTMENT OF BUSINESS & INDUSTRY. You will either get a report from their visit –**OR**- a letter acknowledging your request for a visit with a promise to get your site scheduled. (NAC 394.110)

Date of Letter **OR** Date of Inspection:

4.10 Where is your site's SDS binder located?

NRS 394.211 (2)

This exemption expires 2 years after the last day of the calendar month in which the filing is made. *The declaration for the renewal of the EXEMPT SCHOOL LICENSE must be made not less than 60 days before the exemption expires.*

We meet and comply with all applicable state, county and local health, safety and fire inspections and laws, ordinances and regulations (NRS 394.245, NRS 394.185) including those relating to fire emergency drills (NRS 394.170), vehicles (NRS 394.190) and immunization of pupils NRS 394.192 to 394.199). If we close our school, we will submit all student records to the Nevada Department of Education. _

Signature of Director/Administrator

Title

I, the undersigned, do hereby swear or affirm, under oath and penalty of perjury, that the information set forth in this declaration is true and complete to the best of my knowledge, and that failure to disclose pertinent information or the concealment of information or making false statements in this declaration shall constitute noncompliance with the law as set forth under the provisions of NRS Chapter 394.

Signature of Director/Administrator

Title

Subscribed and sworn to before me this ____ day of _____,
20____, in and for said County and State.

NOTARY PUBLIC