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GUIDANCE MEMORANDUM 25-07

TO: School District Superintendents

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

DATE: September 9, 2025

SUBJECT: Class Size Reduction Reporting Updates: Annual Plans and Reporting

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

BACKGROUND

The 83rd (2025) Session of the Nevada Legislature concluded on June 2, 2025; this memorandum serves to inform school districts of changes made by Senate Bill (SB) 81, SB460, and Assembly Bill (AB) 506 regarding Class Size Reduction (CSR) reporting.

OVERVIEW OF CHANGES TO CLASS SIZE REDUCTION REPORTING

SB460 amended Nevada Revised Statute (NRS) 388.725, reducing quarterly reports of average daily enrollment and pupil-teacher ratios in elementary schools to a single, annual report due October 1 of each year. By extension, the requirement for quarterly variance requests for each school and grade exceeding student-teacher ratios was reduced to a single, annual variance request due October 1 of each year. SB81 amended NRS 388.720, establishing an annual due date of October 1 for all plans to reduce pupil-teacher ratios. Finally, SB81 and AB506 removed additional Department reporting requirements, to include the requirement that quarterly variance reports be sent to the Interim Finance Committee and the biennial February 1 report. The following table summarizes the relevant changes to reporting requirements:

	Prior Requirements	Updated Requirements
388.700(3)	Quarterly variance reports due to NDE	Variance Reports due annually on October 1
388.700(5)	NDE submits quarterly variance reports to IFC	No IFC reporting
388.700(6)	NDE submits February 1 report to Legislature	No Legislature reporting
388.720	Annual Plans are required	Annual Plans due October 1
388.725	Quarterly class size reports due to NDE	Class size reports due annually on October 1

NEVADA CLASS SIZE REDUCTION POLICIES

[NRS 388.700](#) outlines requirements intended for the reduction of student to teacher ratios for kindergarten through third grade through the development of annual CSR plans developed at the district level. Charter schools are excluded from these requirements. School districts are required to report on the ratio of pupils per licensed teacher designated to teach, on a full-time basis, in classes where core curriculum is taught, broken down by school, grade level, and classroom configuration. Pursuant to NRS 388.700, only licensed personnel teaching core curriculum classes may be counted for the class size ratio calculation; teachers of art, music,

physical education, special education, librarians, and specialists may not be included for calculation purposes. Each school that exceeds the applicable pupil-teacher ratio must request a variance for the school year, which the Nevada State Board of Education may approve for good cause.

Good cause may include, but is not limited to, facility limitations, difficulty hiring, or funding limitations. Each variance must include the justification for the variance and a plan of action specific to that school to reduce the class size ratio. NDE will submit a report on an annual basis to the State Board summarizing CSR efforts and annual variance requests for approval.

Based upon the county population of the school district, districts may elect to implement the regular plan for class size reduction, or the alternative plan for class size reduction. Alternative plans for class size reduction, as identified under [NRS 388.720\(2\)](#), permit districts with county populations less than 100,000 to adhere to larger class size ratios in Grades 1-3 but requires that they report for grades 4-6, if taught within an elementary school, and adhere to corresponding ratios.

	Kindergarten	First-Second Grades	Third Grade	Fourth-Sixth Grades
<i>Regular Plan</i>	16:1	16:1	18:1	N/A
<i>Alternative Plan</i>	16:1	22:1	22:1	25:1

Pursuant to [NRS 388.700](#), each school district, together with their recognized associations representing licensed educational personnel, must develop a plan to reduce pupil-teacher ratios in each kindergarten and grades 1, 2, and 3 classrooms, and submit that plan to the Nevada State Board of Education (State Board).

Districts must submit their plan for a Class Size Reduction (CSR) program and reports regarding class size ratios and variance requests for the current school year on or before **October 1** of each year. Pursuant to [NRS 388.710](#), the data monitored by each school district and submitted to the Nevada Department of Education (NDE) on behalf of the State Board shall be used to measure the effectiveness of the implementation plan developed by each school district to reduce pupil-teacher ratios. Accordingly, and pursuant to [NRS 388.723\(2\)](#), this guidance memorandum serves to provide guidance to school districts on the development of a plan to reduce pupil-teacher ratios, to include the criteria that each plan must include, and examples of policies, plans, or strategies adopted by other states to reduce class sizes.

ANNUAL REPORTING REQUIREMENTS

Effective School Year 2025-2026 (SY25-26), **the quarterly reporting methodology, to include renewal variances, will be revised to an annual submission process.** Under this new reporting methodology, NDE will provide a generic workbook to each district on an annual basis for data population. The spreadsheet is formulated to determine whether a variance would be required based on the data entered; variances templates will be auto generated for each school. (i.e., if J. Doe Elementary has a target ratio for second grade of 16:1 and they report a second-grade ratio of 17:1 in SY25-26, they must submit a Variance Justification.) Variance Justification templates are auto generated by the spreadsheet and must be completed by each district within the workbook provided by NDE, detailing the reason and justification for the variance and a school-level plan to address the student-teacher ratios.

For each variance requested, the justification should be specific to the school and address the area of greatest need. Districts may select **one** justification from the following list:

- Difficulty hiring, staffing shortages.
- Difficulty hiring, funding shortfall.
- Facility limitations, generalized.
- Facility limitations, funding shortfall.
- Funding limitations, other (please specify).
- Other (please specify).

Guidance on this process is available within the *FY26 CSR Reporting Submission Guidance*, attached and available on the NDE Reporting Dashboard. SY25-26 reporting is due by **October 1, 2025**. Each district must submit an initial variance request for all classes exceeding the ratio. Each variance must include a school-level plan; this plan must be specific to the contexts and needs of the school. A generalized statement is not adequate.

ANNUAL PLAN REQUIREMENTS

Districts are required under NRS 388.720 to submit annual plans to align the district's pupil-teacher ratio with the targets identified under the regular and alternative plans. Annual plans must be submitted to NDE by **October 1, 2025**. Guidance on this process is available within *FY26 CSR Reporting Submission Guidance*.

Part I – Identifying Information & Plan Selection

For SY25-26, districts are required to identify:

- Their school district.
- The total number of elementary schools in their district.
- The kindergarten enrollment for SY25-26, and the combined grades 1-3 enrollments for SY25-26 for their district.
- Updated contact information for all class size reduction and reporting personnel in their district.
- Whether the district will be utilizing a regular plan, alternative plan, or a regular plan with elective reporting.

Part II – Ratios and Variances

Estimated Ratios

Based on the number of enrolled students in each grade and the number of educators employed for the school year, the district must provide the estimated district-wide class size ratios for the school year. Supporting documentation, to include the total number of educators contracted for SY25-26, disaggregated by the count of substitutes, substitute teachers in long-term positions, and educators by license classification; the total number of vacancies; the total number of vacancies calculated pursuant to [NRS 391.135](#); and the total number of students enrolled in grades K-3 disaggregated by grade.

Estimated Variances

Based on those ratios combined with the allocation of educators across schools within the district, districts must report the estimated number of variances by grade the district will be requesting for the school year, with supporting information to include the number of schools they anticipate will require a variance; the number of classrooms within each school that will require a variance, disaggregated by grade; and the number of schools that will be requesting a variance due to facility limitations.

Part III – District Plan to Reduce Class Size Ratios

Strategies to Reduce Class Sizes

Please describe the three primary strategies that the district will be utilizing in their efforts to reduce class size ratios, to include class configurations (i.e., team teaching), recruitment efforts, placement or assignment of teachers (i.e., targeting specific schools or grades), and facility arrangement (i.e., expanding or combining classroom facilities, zone variances, etc.). These strategies should align with the use of funds, variance justifications, and the school-level plans for class size reduction. What programs are involved in these efforts?

Strategies to Mitigate the Impact of Class Sizes

Pursuant to NRS 388.700, paraprofessionals, student teachers, specialists, and educators licensed in special education, art, music, library sciences, or physical education do not qualify for calculation of the class size ratio. However, NDE recognizes that additional educators and support staff in the classroom may have a sizable impact on the quality of education received. Please describe additional strategies in place to mitigate existing class size ratios in excess of the target ratio, particularly around the use of support personnel and/or station

rotations with small group instruction, reading specialists, etc.

Use of Funds

Please describe the anticipated use of funds, identified by funding stream (i.e., federal grant, state, etc.) to support class size reduction efforts in your district. Please note that while categorical class size reduction funding was rolled into the Pupil-Centered Funding Plan (PCFP) for flexible use, funding within the PCFP may still be allocated toward class size reduction efforts. Please provide approximate amounts of funding by use (i.e., recruitment efforts, new educator salaries, etc.), alignment with identified strategies, and as applicable, school-level class size reduction efforts.

SY25-26 Goals

Please describe the specific goals identified for SY25-26 as it relates to class size ratios. How does the district intend to assess and monitor progress toward this goal?

CONCLUSION

Please ensure that all Annual Plans and the Annual CSR Reporting spreadsheet are submitted by **October 1, 2025** via the [NDE CSR Dashboard](#). Should you have any questions regarding the content of this guidance memo or the requirements for annual class size reduction reports, please reach out to Mario Salinas, Office of Division Compliance at mario.salinas@doe.nv.gov.

cc: Megan Peterson, Deputy Superintendent, Student Investment Division
Amelia Thibault, Director, Office of Division Compliance

Attachment(s): Annual Class Size Reduction Plan Application Template
Annual District CSR Reporting Template
FY26 CSR Reporting Submission Guidance