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GUIDANCE MEMORANDUM 25-12

TO: All Local Education Agencies
Nevada K-12 Residential Treatment Facilities

FROM: Dr. Steve Canavero, Interim Superintendent of Public Instruction 

DATE: October 15, 2025

SUBJECT: Updates Regarding the Enrollment of K-12 Students in Residential Treatment Facilities

BACKGROUND

The 83rd (2025) Session of the Nevada Legislature concluded on June 2, 2025. This memorandum serves to inform local education agencies (LEAs) and Residential Treatment Facilities in Nevada serving K-12 students (Treatment Centers) of changes made by Senate Bill (SB) 81 regarding reimbursement for educational services while admitted to a Treatment Center.

OVERVIEW OF CHANGES AND RESOURCES REGARDING THE ENROLLMENT OF K-12 STUDENTS IN RESIDENTIAL TREATMENT FACILITIES

During the 2021 Legislative Session, SB210 created new requirements for residential treatment facilities providing services to students in grades K-12. Expanded upon via regulations in 2022 (R133-22) in Nevada Administrative Code (NAC) 388, the Nevada Department of Education (NDE or Department) clarified procedures regarding the admission and discharge of students for continuity of educational services regardless of eligibility for reimbursement. SB81 (2025) amended the process by which residential treatment facilities are reimbursed for educational services rendered to public school students, shifting the compliance and reimbursement responsibilities to the Nevada Department of Education (NDE or the Department).

To support these efforts and improve the delivery of transitions services for impacted students, the Department has developed a new system and responsive guidance to LEAs and Treatment Centers on the procedures required per statute and regulation. This includes a [Nevada Residential Treatment Facility K-12 Services Portal](#) and the resource *Guidance on the Enrollment of K-12 Students in Residential Treatment Centers: Support for Treatment Facilities, School Districts, and Charter Schools*, attached. The Department will be monitoring LEA and treatment facility compliance with the provisions therein, regardless of reimbursement status or eligibility.

NEXT STEPS

Treatment Centers may begin to submit retroactive requests for reimbursement for students enrolled and discharged effective Wednesday, October 15, 2025 through the [Treatment Center Request for Reimbursement](#) form. All retroactive submissions should be submitted by Friday, October 31. Effective November 1, 2025, all

new students or students presently admitted should have a [Notice of Admission or Discharge](#) submitted on their behalf. Payments submitted after November 1 should have records of admission and discharge on file with NDE. Out-of-State Treatment Facilities desiring reimbursement should submit an [Application for Approval of an Out-of-State Facility](#).

LEAs must submit their Single Point of Contact (SPOC) to the Department via the [Single Point of Contact Identification](#) form by Friday, October 31.

While implementing these systems changes, the Department welcomes any questions or requested clarifications on the guidance or process by sending an email to Candace Bortolin at cbortolin@doe.nv.gov. The Department will be developing an FAQ document responsive to these questions and will work to troubleshoot any automation issues as they arise.

CONCLUSION

If you have any questions regarding this guidance, please reach out to Candace Bortolin at cbortolin@doe.nv.gov.

cc: Christy McGill, Deputy Superintendent, Educator Effectiveness and Family Engagement Division
Lisa Ford, Interim Deputy Superintendent, Student Achievement Division
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NEVADA
Department of
Education

**Guidance on the Enrollment of K-12 Students in
Residential Treatment Centers
Support for Treatment Facilities, School Districts, and Charter
Schools**

2025-26

Background

During the 2021 Legislative Session, Senate Bill (SB) 210 created new requirements for residential treatment facilities providing services to students in grades K-12. Expanded upon via regulations in 2022 (R133-22) in Nevada Administrative Code (NAC) 388, the Department clarified procedures regarding the admission and discharge of students for continuity of educational services regardless of eligibility for reimbursement.

During the 2025 Legislative Session, SB81 amended the process by which residential treatment facilities are reimbursed for educational services rendered to public school students. In school years (SY) 23-24 and SY24-25, eligible treatment facilities submitted requests for reimbursement to the district or charter school (local education agencies) where the student had most recently been enrolled. Under SB81, eligible treatment facilities shall submit requests for reimbursement directly to the Nevada Department of Education (NDE or the Department).

The purpose of this guidance is to:

- Ensure that all statutory and regulatory requirements related to the admission or discharge of K-12 students from treatment facilities, to include continuity of educational services, are met by residential treatment facilities and local education agencies (LEAs); and
- Ensure residential treatment facilities understand eligibility requirements and the process of reimbursement for educational services.
- Introduce a public [Nevada Residential Treatment Facility K-12 Services Portal](#).

Processes for all Residential Treatment Facilities and LEAs

These requirements apply to all in- or out-of-state residential treatment facilities, regardless of their eligibility for reimbursement, and the LEA, whether school district or charter school, that most recently enrolled the student.

1. Treatment Facility Notification to NDE and LEAs upon Admittance

Upon admittance of a child to a residential treatment facility, the facility must submit notice to NDE and the applicable LEA by submitting a [Notification of Admission or Discharge](#) form. This notice will go to the Department, and through automation, send notice to the single point of contact (SPOC) at the LEA. This submission serves as the notice to schools required of treatment facilities.

2. LEA Records Transfers, Enrollment Updates, and IEP Revisions

The LEA receiving the notice must, using the information from the Notification of Admission form,

- Initiate a transfer of the child's education records to the residential treatment facility, if education services will be provided by the facility;
- Update the enrollment record of the student; if education services are being provided by the treatment facility, students should be enrolled as E11;
- If the student has an individualized education plan (IEP), the LEA must revise the IEP responsive to the student's placement in a treatment facility and ensure that the IEP is transferred to the facility to maintain ongoing supports.

3. Treatment Facility and LEA Development of a Continuing Education and Reentry Plan

The treatment facility is responsible for working with the LEA upon receipt of the child's educational records to develop a continuing education and reentry plan for the student. The plan must include, at minimum, the following:

- The number of hours of instruction each week that must be provided while in the facility;
- An assessment of the child's anticipated earned credits for the academic semester;

- A plan to prevent the child from becoming credit deficient;
- Provisions for the transfer of instructional materials to the facility;
- Procedures for monitoring implementation of the plan and appropriateness of the instruction provided;
- If an IEP or services plan has been developed and provided to the hospital or facility;
 - Provisions to ensure the hospital or facility maintains compliance with the IEP or services plan;
- A plan for continuing education once the child has been discharged, including, without limitation, a plan for transitioning the child into a school or any other educational setting in which the child will receive instruction after discharge;
- All requirements pursuant to R131-22, regardless of whether the student is subject to [NRS 432B.60847](#).

There are additional requirements for children in custody of an agency; specifically, [NRS 432B.60847](#) governs the enrollment of a **child who is in the custody of an agency** which provides child welfare services and who is admitted to a psychiatric hospital or facility which provides residential treatment for mental illness and further designates the LEA in which the child is enrolled to be the local educational agency for the purposes of federal and state law governing the education of pupils. When such a child enrolls in the hospital or facility **and** is in custody of an agency which provides child welfare services, the child will remain enrolled in the public or private school, despite being admitted to the treatment facility. This is required even if the facility will be providing educational services. The facility must develop a plan for the continued education of the child and that plan must, in addition to the requirements listed above:

- Be developed pursuant to [NRS 432B.60847](#) and be provided, in addition to those listed in statute, to the child's education decision maker, the child's attorney and the local education agency single point of contact as designated in [NRS 388E.135](#);
- Be submitted to the court following each court-ordered admission period, pursuant to [NRS 432B.6076](#), in the manner set forth in [NRS 432B.608](#) or [432B.60815](#) in the manner set forth in [NRS 432B.60818](#).

4. Treatment Facility Notification to NDE and District/Charter upon Discharge; Transfer of Records

No less than three days before the discharge of a child from a residential treatment facility, or in cases of sudden discharge, within 5 days of discharge, the facility must submit notice to NDE and the applicable district or charter school by submitting a [Notification of Admission or Discharge](#) form. This notice will go to the Department, and through automation, send notice to the single point of contact (SPOC) at the LEA. At this time, the educational records maintained at the facilities' private school, to include coded attendance records, must be transferred to the district or charter school.

5. Treatment Facility Tuition Reimbursement for Eligible Residential Treatment Facilities

Treatment facilities seeking reimbursement for educational services must ensure the facility is eligible for reimbursement pursuant to Requirements for Facility Eligibility, in addition to ensuring that the services provided to the student are compliant with all requirements. If all requirements have been met, the facility may submit a [Treatment Facility Request for Reimbursement](#) form for processing. While submissions are accepted on a rolling basis upon discharge of a student, payments will be made on a quarterly basis.

Requirements for Facility Eligibility

SB 81 amends Nevada Revised Statutes [\(NRS\) 387.1225](#), which defines the circumstances under which a hospital or facility that provides residential treatment to children may request reimbursement from NDE for the cost of providing educational services to the child.

Private School Licensure Process

In-state hospitals and other treatment facilities are **not** eligible to request reimbursement for the provision of educational services unless the facility is licensed by the Division of Public and Behavioral Health of the Department of Health and Human Services and operates a licensed private school approved by NDE. To obtain a license to operate a private facility that provides educational services to students, an entity must apply for a private school license according to [NRS 394](#) and [Nevada Administrative Code \(NAC\) 394](#). The application for a private school license and additional information can be found on NDE website's [Private Schools](#) page.

To be eligible for reimbursement as an in-state hospital or facility, the facility must:

- Be licensed by the Nevada Division of Public and Behavioral Health (of the Department of Health and Human Services);
- Provide residential treatment to children;
- Operate a private school licensed by NDE pursuant to [Chapter 394 of NRS](#);
- Notify NDE and the school district of student enrollment upon admission for verification;
- Provide educational services to the child for **more than seven (7)** days;
- Transfer any educational records of the child to the LEA in which they are enrolled; and
- Comply with all regulatory and statutory requirements in a timely manner.

Out of State Facility Approvals

To be approved as an out-of-state residential treatment facility, the facility must submit a [Treatment Facility Application](#) form, providing evidence of their license as a treatment facility and their accreditation as a private school.

To be eligible for reimbursement as an out-of-state hospital or facility, the facility must:

- Be licensed as a residential treatment center by any state or territory of the United States or the District of Columbia;
- Provide residential treatment to children;
- Operate an educational program accredited by a national organization;
- Be an approved site by NDE;
- Notify NDE and the school district of student enrollment upon admission, so NDE may verify that the child is a patient or resident of the hospital or facility **and** is a resident of the state of Nevada;
- Transfer any educational records of the child to the LEA in which the child is enrolled;
- Comply with all regulatory and statutory requirements in a timely manner; and
- The child must:
 - Be admitted to the medical facility under the order of a physician to receive medically necessary treatment for a medical or mental health condition with which the child has been diagnosed;
 - Be admitted to the hospital or facility on an order from a physician because the necessary treatment required for the child is not available in Nevada;
 - Attend the accredited educational program for **more than seven (7)** days; and
 - Not be homeschooled or enrolled in a private school outside of a treatment facility.

Vendor Registration Requirement

As a condition for reimbursement, all service providers (in state and out of state) must be registered as vendors with the Nevada State Controller's Office. Vendor registration is required to enable disbursement of state funds via Electronic Funds Transfer (EFT), pursuant to [NRS 227.185](#) and applicable state financial regulations. Reimbursements cannot be processed or issued until vendor registration is complete and active in the Controller's payment system. Providers may register or update their vendor information at: [Vendor Services](#).

Summary of Requirements for Residential Treatment Facilities seeking Tuition Reimbursement

Pursuant to [R133-22A](#), when a hospital or facility submits a request for reimbursement for providing educational services, in addition to completing the [Treatment Facility Request for Reimbursement](#) form, must provide:

- Documentation verifying the child is patient or resident of the hospital;
- Documentation verifying the child has attended the facilities private school for **more than seven (7)** consecutive days; for a school day to be eligible for reimbursement, it must be mapped by NDE against the calendar of school days in session for the LEA of enrollment;
- Documentation that the hospital or facility has notified NDE and the LEA the child is enrolled in of admission; copies of the Notice of Admission form will be used for these purposes.
- Documentation of the request to transfer educational records from the LEA to the treatment facility, and attestation to the Department regarding LEA compliance;
- Written assurance that the hospital or facility:
 - Is in compliance with applicable provisions of federal and state law, including, without limitation, Part B of the [Individuals with Disabilities Education Act, 20 U.S.C. §§ 1411 et seq.](#), and the regulations adopted pursuant thereto, [NRS 388.417 to 388.5243](#), inclusive, and [NAC 388.001 to 388.450](#), inclusive;
 - Will collect data and use forms in its provision of educational services in the form and manner prescribed by the Department;
 - Agrees to an audit of the hospital or facility by the Department to ensure compliance with applicable federal and state law and regulations, pursuant to [NRS 387.1225](#);
 - Acknowledges that the LEA in which the child is enrolled before his or her admission to the hospital or facility is the local education agency for the purposes of the [Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq.](#), and [NRS 388.417 to 388.5243](#), inclusive, and any regulations adopted pursuant thereto; and
- A copy of the plan for continued education and reentry of the child;
- Documentation that the hospital or facility had notified NDE and the LEA the child is enrolled in of discharge; copies of the Notice of Discharge form will be used for these purposes.
- Documentation that the hospital or facility has transferred all educational records, to include attendance records, back to the LEA.

Enrollment and Reporting Guidance for Local Education Agencies

Enrollment guidelines will vary depending on the student. However, the most common situations include:

- The student is attending a state-approved residential facility, *and* the facility is providing educational services.
 - Withdraw with W1A on the last day of attendance.
 - Enroll start status as E11 on the next instructional day.
 - Note: The student's schedule/attendance will not be built in this enrollment record.
 - When the student re-enrolls, use start status R2.
- The student is attending a state-approved residential facility, *but* the zoned school is providing educational services.
 - The student remains enrolled in the zoned school with the start status E1 and the location of the student is to be noted in Infinite Campus' Attendance Notes.
 - Use attendance code mapped to State Attendance Code "AIA" or "PQ," as appropriate.
- The student is attending a residential facility that is not state-approved *but* the zoned school is providing educational services.
 - The student remains enrolled in the zoned school with start status E1 and the location of the student is to be noted in Infinite Campus' Attendance Notes.
- The student is attending a residential facility that is not state-approved, *and* the zoned school is not providing educational services.

- Withdraw the student with end status W3H on the last day of attendance.
- When the student re-enrolls, use start status R2.
- The student is attending a residential facility and is in the custody of an agency which provides child welfare services. Regardless of whether the facility is providing educational services, the student must:
 - Remain enrolled in the zoned school with start status E1 and the location of the student is to be noted in Infinite Campus' Attendance Notes.

It is preferable that the parents notify the school of the student's enrollment in a treatment facility so that the student may be marked as E11 and the name of the treatment facility noted in their Infinite Campus enrollment notes. As a best practice, districts may benefit from circulating the names of private schools within treatment facilities so that students remain enrolled as required and are not disenrolled and coded as withdrawn to attend a private school.

The student's eligibility for special education services is based on their status relative to IEP as of the October 1 count day from the prior school year. If the student has an IEP, the LEA must ensure that the IEP is updated to reflect off-site treatment and work with the treatment facility to ensure continuity of IEP/504 services.

LEAs may update their single point of contact (SPOC) through the [SPOC for LEAs](#) form.

Guidance and Requirements for Private Schools within Treatment Facilities

Private schools providing services within residential treatment facilities are required to:

- Record class attendance for each student in compliance with Nevada Attendance Coding
- Maintain educational records on the academic progress of students
- Develop continuing education and reentry plans for each student

NDE Review, Monitoring, and Reimbursement Processes

NDE is responsible for monitoring compliance with statutes and regulations for both residential treatment facilities and local education agencies, in addition to processing requests for reimbursement. Requests for tuition reimbursement will only be approved if compliant with the provisions described above. This includes monitoring notices of admission and discharge; evidence that the LEA and the residential treatment facility have exchanged complete and compliant educational records and continuing education and reentry plans; assessing whether student IEPs/504 plans have been met; and ensuring that all other eligibility criteria are met.

When a request for reimbursement is submitted, NDE conducts the following review:

- The request for reimbursement is accurate, complete, and payable;
- NDE has records for the notice of admission and the notice of discharge;
- NDE has records demonstrating the exchange of complete and compliant educational records from the LEA to the facility and from the facility to the LEA;
- NDE has assurances that all terms of the student's IEP/504 plan have been met;
- NDE has records demonstrating the documentation of a continuing education and reentry plan;
- That the treatment facility meets eligibility;
- That the private school meets eligibility; and
- That the instructional services meet eligibility criteria, to include the mapping of school calendar instructional days and appropriate coding of attendance and enrollment.

The primary point of contact at NDE is Candace Bortolin, at cbortolin@doe.nv.gov; however, please note that the necessary reviews to permit reimbursement involve approximately five offices, and ensuring compliance in order to process a claim may take up to 4 weeks.

Providers must submit the Notice of Discharge immediately following the conclusion of services and submit claims **no more than 30 days** after the student has been discharged or after the conclusion of the school year. Claims must meet both submission and approval deadlines to be eligible for payment. Reimbursements will only be disbursed on the scheduled dates outlined below.

Payment Schedule: Reimbursements will be processed on the following dates each year: October 1, January 1, April 1, July 1, and September 1. To be eligible for payment on these dates' claims must be complete and submitted at least 30 days prior to the posted pay date and must receive final approval from NDE no less than 15 days prior.

Final Annual Deadline: To ensure final payment processing, all claims must be received by July 15 to be processed before the fiscal year closes. Claims submitted after this date will not be eligible for reimbursement. Unfortunately, no extensions or exceptions can be accommodated.