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GUIDANCE MEMORANDUM 26-14

TO: All School District Superintendents

FROM: Dr. Victor Wakefield, Superintendent, Office of the Superintendent of Public Instruction *VW*

DATE: August 6, 2026

SUBJECT: Procedures for Department Review of District Open Enrollment Systems

OVERVIEW

Effective July 1, 2026, NRS 388.040 requires that the board of trustees of a school district establish a system of open enrollment. Pursuant to NRS 388.040(3) and Section 6 of Legislative Counsel Bureau file R076-25, the Superintendent of Public Instruction shall develop an application process by which the board of trustees submits their open enrollment materials to the Nevada Department of Education for review and approval. This guidance provides information regarding this process.

DEPARTMENTAL REVIEW AND APPLICATION PROCESS

The board of trustees of each school district shall submit to the Department, before September 1, 2026, for the 26-27 school year (SY26-27), the following documents:

- A complete copy of any policies and procedures regarding their system of open enrollment, to include transportation requests, application processes, their methodology for calculating capacity, their prioritization policies, and appeal processes.
- Copies of all application materials, to include each application unique to a given language.
- Any other materials relevant to the system of open enrollment provided to students; and
- An attestation regarding the good faith effort of the district to accommodate students and compliance with all provisions pursuant to Assembly Bill 533 (AB533) and R076-25.

Districts should submit this documentation via email to Christy McGill at superintendent@doe.nv.gov.

The Department issued the [Open Enrollment Implementation Handbook](#) in the Spring, which included Appendix C, Compliance Reference Index. The Department shall use the Compliance Reference Index to assess the materials submitted, providing two ratings for each requirement:

- Compliant/Noncompliant in terms of adherence to specific compliance requirements; and
- Clear and Concise / Needs Improvement in terms of the quality and clarity of the processes and procedures for families.

Should the Department rate any section as "Needs Improvement" or "Noncompliant", the Department will reach out with follow-up questions prior to formally providing remarks and requesting that revisions to the materials be submitted within 90 days.

Once an application has been approved by the Department, districts are not required to renew or resubmit their process unless changes are made. The Department does not require any specific formatting for these documents, and is process agnostic; the Department will only evaluate whether the system is compliant and whether the system is clearly documented for public transparency.

CONCLUSION

Should you have any questions regarding this guidance or the process for approval, please reach out to Christy McGill at superintendent@doe.nv.gov.

cc: Dr. Torrey Palmer, Deputy Superintendent
Christy McGill, Deputy Superintendent
Heidi Haartz, Interim Deputy Superintendent
Lisa Ford, Chief Strategy Officer
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