



Adult High School Program Handbook

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Contents

| | |
|--|-----------|
| Goals | 4 |
| Student Orientation/Counseling | 4 |
| Student Assessment | 4 |
| Program Activities | 4 |
| Delivery of Instruction | 5 |
| Student Attendance..... | 5 |
| Services for Students with Disabilities | 5 |
| Students with Disabilities Under 22 Years of Age | 5 |
| Students with Disabilities Aged 22 Years or Older | 5 |
| Reasonable Progress | 6 |
| Staffing and Professional Development | 6 |
| Eligible Student..... | 6 |
| Requirements for Adult Standard Diploma | 8 |
| High School Equivalency Guidelines (HSE) | 9 |
| Requirements for Testing and Issuance of Certificate | 9 |
| HSE Waiver of Credits | 10 |
| Credit Waiver Criteria | 11 |
| Corrections | 13 |
| AHSD Funding Formula | 17 |
| Fiscal..... | 17 |
| Initial budgets..... | 17 |
| Local programs must complete budgets for all state funds through ePAGE. When preparing the budgets, the local program should check for the following:..... | 17 |
| Program Update | 18 |
| Reimbursement Request for Funds..... | 18 |
| Budget Amendments | 18 |
| Final Financial Reports | 19 |
| Annual Assets/Items of Value Reports..... | 19 |
| Program Monitoring | 19 |

| | |
|---|-----------|
| Other Requested Documentation | 19 |
| Reporting and Accountability | 20 |
| Student Privacy..... | 20 |
| Student Information System..... | 20 |
| Record Retention..... | 21 |
| Distance Education | 21 |
| Distance Education Laws and Regulations | 21 |
| Independent Study | 24 |
| Student and Staff Resources..... | 26 |

Nevada Adult High School Programs

The goal of the Adult High School (AHS) Program in Nevada is to prepare Nevadans to achieve their life goals and advance within a career. The administration of an Adult High School program is the responsibility of each school district that chooses to operate a program.

Goals

- Provide free academic counseling and instruction to eligible students who lack a high school diploma.
- Encourage students earning a High School Equivalency (HSE) certificate to pursue an Adult High School Diploma (AHSD).
- Provide courses that prepare adults for the job market or further educational endeavors.
- Coordinate with community-based organizations for support services to facilitate a student's success within the AHS Program.

Student Orientation/Counseling

Student orientation and counseling should be the initial activity prior to a student enrolling in the adult high school program. Each program must evaluate, verify, and grant credit to be applied to the adult standard diploma through student transcripts or Infinite Campus records. Through this effort, adult high school program personnel will seek to promote and enhance academic, social-emotional, and career development for students. Each student should develop an individualized graduation plan tailored to their needs. Students in need of career development should be guided to curriculum/resources related to labor market information, employment, skills development, and occupational training.

Programs should consider the best option for students during initial intake. If a student is extremely credit deficient, or in need of ESL services, if not available within the program, the program may want to refer the student to the Adult Education and Family Literacy (AEFLA) program through in-person or distance options. More information can be found at [Adult Basic Education Programs \(nevadaadulthoodeducation.org\)](http://nevadaadulthoodeducation.org).

Students can directly contact programs through the link below:
<https://studentportal.literacypro.com/nv/home>.

Student Assessment

1. Students who score below the high school level should be enrolled in literacy and/or basic education programs.
2. English learners should be assessed with CASAS, TABE, or a nationally recognized approved assessment instrument.
3. Students who score below the high school level should be reassessed following basic instruction with an approved assessment within the stated guidelines to ensure they can find success within the high school level curriculum.

Program Activities

Career pathways have multiple entry and exit points that allow individuals to achieve education and employment goals over time. Career pathways may include apprenticeships, on the job training, industry recognized credentials, non-credit training and certificates, and postsecondary certificates and degrees.

Delivery of Instruction

Instruction is delivered through distance learning, in-person classes, small group instruction, and tutoring. In general, for AHSD:

- Whenever possible instruction is year-round, from July 1 through June 30 (fiscal year).
- Instruction takes place at convenient times to enable working adults to participate and utilize available resources.
- Any cost to the student for instruction or materials must be fair, reasonable, equitable, and not present a barrier to attending.

Student Attendance

Programs should have a written attendance policy that is communicated to all students. An effective attendance policy should have:

- Clear expectations for students.
- Steps for teachers to report non-compliance.
- Stipulate consequences and options for students when the policy is violated.
- Detailed actions to be taken by administration.

Services for Students with Disabilities

Students with Disabilities Under 22 Years of Age

- Students with disabilities receiving services under the Individuals with Disabilities Education Act who have not reached their 22nd birthday are entitled to a Free and Appropriate Public Education (FAPE) through the implementation of an Individualized Education Program (IEP) as prescribed by federal and state law.
- The passing of a High School Equivalency Examination and receipt of a Nevada Certificate of High School Equivalency (HSE) does **not** terminate a program's obligation to provide FAPE to students with a disability if they have not yet reached their 22nd birthday and have not achieved an Adult High School Diploma.

Students with Disabilities Aged 22 Years or Older

- Provide fully accessible services and ensure that these services meet reasonable criteria according to federal and state law and the policies of the district.
- Adult students with disabilities are responsible for requesting accommodations and for submitting documentation of their disability.
- Programs are to follow their district's policy regarding services to individuals with disabilities.
- Accommodations are to be provided at no cost to the student.
- Provide students with the same disabilities services as other individuals receiving educational services in the district, including assessment, counseling, advising, and provision of reasonable accommodations, assistive technology, and other accommodations available to other students.
- Programs are to provide the same accommodations for testing as they do for instruction.
- Local testing centers may be able to approve some accommodations, but most will have to be pre-approved by the test publisher before testing is scheduled.

Reasonable Progress

A student must demonstrate progress toward an identified goal. The program should keep a record of the student's goals, plan for achieving their goals, and monitoring their progress in their student file. Programs should emphasize that adult education is an education program and participation requires measurable progress.

For students with a documented disability, there must be reasonable accommodations regarding scheduling and assignment formats. If the student is not progressing, and the program is working with the student to overcome barriers, then the program may not be appropriate for the student at this time. For students ages 18-22 follow Individuals with Disabilities Education Act (IDEA).

If a student is not making progress and concerted efforts were made and documented to help the student meet academic and career readiness goals, the student may be removed from the program. The programs must develop and implement a plan for when a student is not making progress and the steps to removal. If

Student handbooks and other orientation materials should state very clearly the expectations of the students.

Staffing and Professional Development

Adult education administrators are encouraged to support staff and instructors' participation in local, regional, and/or national staff development opportunities and regular teacher evaluations.

Eligible Student

[NRS 392.0175](#) Regulations concerning enrollment of certain persons in courses for adult to earn high school diploma. The Department shall adopt regulations that require the board of trustees of a school district that offers courses which are approved by the Department as meeting the requirements for an adult to earn a high school diploma to allow enrollment in such courses by a person who has not received a high school diploma and:

1. Is at least 18 years of age or meets the requirements for participation in the statewide program of education for incarcerated persons established pursuant to [NRS 388H.020](#); or
2. Is at least 17 years of age and has attended at least 4 years of high school.

(Added to NRS by [2021, 931](#))

[NAC 387.190](#) Adult high school program. (NRS 385.080)

1. A person who:

(a) Is at least 18 years of age or who meets the requirements for participation in a program of education for incarcerated persons established pursuant to [NAC 388H.040](#);

(b) Has not received his or her high school diploma; and

(c) Is not currently enrolled in a high school,

may be enrolled as a pupil in an adult high school program designed to enable him or her to obtain a diploma.

2. A person who is at least 16 years of age but less than 18 years of age and who participates in an alternative program for the education of pupils at risk of dropping out of school pursuant to [NRS 388.537](#) may enroll in an adult high school program with the approval of the board of trustees of the

school district in which the pupil is enrolled only for the purpose of preparing to take a high school equivalency assessment.

3. Before commencing an adult high school program, a school district must apply to the Department for permission to conduct the program. The application must be made on a form provided by the Department and include the:

- (a) Name of the course to be taught; and
- (b) Proposed beginning and ending dates for each class.

4. The Superintendent of Public Instruction shall review each application to operate an adult high school program submitted to the Department and approve or deny the application. If the application is denied by the Superintendent, the school district may appeal the decision of the Superintendent to the State Board of Education. The State Board may approve or deny the application for an adult high school program upon appeal.

5. An application that has been approved by the Superintendent of Public Instruction or the State Board of Education pursuant to subsection 4 remains in effect for 5 years after the date of approval. The board of trustees of a school district shall update its plan to operate an adult high school program at least once annually if a substantive change is made to the plan.

6. A class that is part of an approved program may begin or end at any time during the school year.

7. A school district that offers an adult high school program shall offer a sufficient number of required and elective courses for a pupil enrolled in the program to obtain the credits necessary to receive an adult standard diploma. Such required and elective courses must include the content identified in the school district's approved curriculum.

[NAC 390.115](#) Eligibility to take tests; duties of school district ([NRS 385.080](#), [390.055](#))

1. Any person who:
 - a. Is 17 years of age or older;
 - b. Has not graduated from a high school in the United States which is accredited by a regional association; and
 - c. Is not currently enrolled in a high school,
is eligible to take an assessment to determine the person's high school equivalency if he or she otherwise complies with the provisions of [NRS 390.055](#). No minimum period of residence in this State is required of an applicant before he or she takes an assessment.
2. The board of trustees of a school district may, upon request and for good cause shown, grant permission to take a high school equivalency assessment to a person who resides in the school district and who is at least 16 years of age but less than 17 years of age if the person satisfies the requirements of subsection 2 of [NRS 390.055](#).
3. A school district shall adhere to the policies of the high school equivalency assessment service that the high school equivalency assessment must not be used as part of a high school program or used as a high school exit examination.
4. A school district shall not allow a person who passes a high school equivalency assessment to waive the units of credit required for a standard high school diploma.
5. A person who is at least 18 years of age and who passes a high school equivalency assessment may, in accordance with [NAC 390.500](#), waive the units of credit required for an adult standard diploma.
6. A person who is at least 17 years of age but less than 18 years of age and who is enrolled in an alternative program for the education of pupils at risk of dropping out of school established by a

school district pursuant to [NRS 388.537](#) may, in accordance with [NAC 390.500](#), waive the units of credit required for an adult standard diploma.

Requirements for Adult Standard Diploma

[NAC 390.018](#) “**Adult standard diploma**” defined. ([NRS 385.080](#)) “Adult standard diploma” means a diploma which evidences the graduation from high school of a person who has met the requirements for graduation through:

1. An adult high school program established by a school district; or
2. An alternative program for the education of pupils at risk of dropping out of school established by a school district pursuant to [NRS 388.537](#).

(Added to NAC by Bd. of Education, eff. 12-16-82; A by R067-97, 12-10-97; R134-07, 6-17-2008)—
(Substituted in revision for NAC 389.017)

Work is taking place to align the requirements for an Adult Standard Diploma with those of the Standard Diploma, but currently the requirements are as follows:

[NAC 390.470](#) Requirements for adult standard diploma.

1. A school district may award an adult standard diploma to a person who:
 - (a) Withdrew from high school before the person’s graduation and was not eligible to graduate with his or her class, or participated in an alternative program for the education of pupils at risk of dropping out of school established by a school district pursuant to [NRS 388.537](#);
 - (b) Has earned, in high school, in an adult high school program or in an alternative program for the education of pupils at risk of dropping out of school established by a school district pursuant to [NRS 388.537](#), or waived, the units of credit required in subsection 2; and
 - (c) Is 18 years of age or older at the time of the award or is 17 years of age but less than 18 years of age and participates in an alternative program for the education of pupils at risk of dropping out of school pursuant to [NRS 388.537](#).
2. Except as otherwise provided in subsection 3, the units of credit which a person must have earned or waived to be qualified to receive an adult standard diploma are a total of 13 units for required courses and a total of 7 1/2 units for elective courses. The person must have earned or waived his or her units for the required courses in accordance with the following table:

| Minimum Required Courses | Number of Credits |
|--|-------------------|
| American Government | 1 |
| American History | 1 |
| Arts and humanities, Junior Reserve Officers’ Training Corps (Level III or Level IV) or career and technical education | 1 |
| English | 4 |
| Health education | 1/2 |
| Mathematics | 3 |
| Science | 2 |
| Computer education and technology | 1/2 |
| TOTAL: | 13 |

[NAC 390.480](#) Credit received through adult high school program applicable toward adult standard diploma. ([NRS 385.080](#) [385.114](#))

1. Units of credit earned by a person through an adult high school program may be applied toward meeting the requirements for an adult standard diploma only if the course in which the units were earned was:
 - a. Taught in a school district of this State; or
 - b. Equivalent to a regular course offered in the high school where the diploma will be issued, and the course is approved by the principal of the high school for that purpose.
2. As used in this section, “adult high school program” means instruction or training provided at or below the level of a secondary school for persons who:
 - a. Are at least 18 years of age and who have not completed high school.
 - b. Are 17 years of age but less than 18 years of age and has attended 4 years of high school without graduating with his or her class or participate in an alternative program for the education of pupils at risk of dropping out of school pursuant to [NRS 388.537](#).
 - c. Are 16 years of age and authorized to attend an adult high school program pursuant to [NAC 390.117](#).

High School Equivalency Guidelines (HSE)

High school equivalency testing provides adults with the opportunity to earn the Nevada Certificate of High School Equivalency (HSE). The certificate is widely recognized as the equivalent of a high school diploma. Nevada test-takers may choose from two approved HSE exams, the General Educational Development ([GED®](#)) test or the High School Equivalency ([HiSET®](#)) test to validate their academic skills and knowledge. The HSE exams are administered at test sites located throughout the state.

All persons involved in administering the HSE tests or any portion of the HSE testing program are prohibited from being involved in preparation or instruction and must abide by all rules and regulations of the individual assessment vendor per [NRS 390.065](#)

Requirements for Testing and Issuance of Certificate

1. Minimum Passing Scores per [NAC 390.135](#)
 - a. For the GED® Exam is a standard score of 145 on each of the four subtests.
 - b. For the HiSET® Exam is a minimum score of 8 on each of the five subtests, including a minimum score of 2 on the essay portion, and an overall score of 45.
2. HSE tests can be administered only to persons who:
 - a. Have not graduated from an accredited high school which is accredited by a regional association, and
 - b. are not currently enrolled in a high school, and
 - c. meet the minimum age requirements, and
 - d. are residents of Nevada, and
 - e. present a photo ID and any other documentation required by the test center
3. Minimum age for testing:
 - a. 18, except in the following cases:

Applicants who are 16 or 17-years of age may register to take the HSE exam after presenting written permission from the local school board of trustees, written permission signed by parent or legal guardian, verification of withdrawal from school, and meeting all criteria above. See [NAC 390.105](#) [NAC 390.115](#)

4. Residency

- a. Certificates of High School Equivalency are issued to persons who reside in the State of Nevada at the time of testing or are on active military duty and have attended a secondary school in Nevada.
- b. Nevada’s residency policy for HSE testing allows for testing certain non- residents who live near the border of Nevada in adjacent states when a testing site is not easily accessible in their own state.

Transcripts and Certificates for HSE may be accessed at www.diplomasender.com

HSE Waiver of Credits

A student may waive as many as eleven (11) credits after successfully passing a state-approved HSE test towards an Adult Standard Diploma. The higher the scores, the more credits may be waived. It is recommended that pre-testing, preparation/instruction, and counseling take place before a student participates in HSE testing.

The following tables set forth the scores which must be achieved on the HSE tests to obtain waived credit and the corresponding number of credits which may be awarded per [NAC 390.500](#).

General Educational Development (GED, 2014 Series)

| Subject | Test | for Score of 145 to 157 | for Score of 158 or higher |
|-----------------------|-------------|------------------------------------|---------------------------------------|
| Language Arts | I | 2 | 4 |
| Mathematics | II | 1 | 3 |
| Science | III | 1 | 2 |
| Social Studies | IV | 1 | 2 |

High School Equivalency Test (HiSET, 2014 Series)

| Subject | Test | for Score of 10 or 11 | for Score of 12 or higher |
|-----------------------|------------------|----------------------------------|--------------------------------------|
| Language Arts | I and V(average) | 2 | 4 |
| Mathematics | II | 1 | 3 |
| Science | III | 1 | 2 |
| Social Studies | IV | 1 | 2 |

Test Assessing Secondary Completion (2014 Series)

| Subject | Test | for Score of 10 or 11 | for Score of 12 or higher |
|-----------------------|------------------|----------------------------------|--------------------------------------|
| Language Arts | I and V(average) | 2 | 4 |
| Mathematics | II | 1 | 3 |
| Science | III | 1 | 2 |
| Social Studies | IV | 1 | 2 |

Although TASC is no longer available for testing for an HSE, anyone previously earning an HSE through TASC can waive credits.

Credit Waiver Criteria

1. Credit waived by the HSE examination will apply only to required courses of study and cannot be used to waive other elective credits with the following exception: HSE social studies credit will be applied only to elective courses as the student, by state statute ([NAC 390.500](#)), must complete courses in the required areas of American Government and American History.
2. Students who have already earned a high school diploma are prohibited from taking a High School Equivalency test.
3. A student who passes a state-approved HSE test may retake the battery or any subtest to improve scores.
4. A student who fails the HSE exam is limited to taking the test a maximum of three (3) times each calendar year per HSE test (GED and HiSET) because there are only three (3) different test versions available.
5. Nevada high school equivalency testing allows for the combination of subtests between vendors for the completion of the Nevada High School Equivalency Certification. Any individual who successfully completes a combination of subtests in all subject areas between GEDTS and HiSET with passing scores will be issued the Nevada High School Equivalency Certificate through Diploma Sender. To be issued a Nevada HSE Certificate, an individual must pass either GED, Reasoning Through Language Arts, or HiSET, Language Arts - Reading and Language Arts – Writing, as well as all other subtest subjects. This applies to any tests taken from 2014 to the present.

HiSET

- Language Arts - Reading
- Language Arts - Writing
- Mathematics
- Social Studies
- Science

GED

- Reasoning Through Language Arts
- Mathematical Reasoning
- Social Studies
- Science

6. A student enrolled in an Adult Education program may not use HSE exams to waive credit towards a High School Standard Diploma. A student enrolled in an Alternative Education program may use the HSE exams to waive credits towards an Adult Standard Diploma at the age of 17. Refer to [NAC 390.115](#).
7. No student may take the HSE exams while still enrolled in high school, with the exception of students enrolled within detention facilities. Students aged 16 or 17 who have received permission from the school district board of trustees and their parents/legal guardians to take the HSE examination must be withdrawn from their high school for the period of time that the HSE is being taken. Students may then be re-enrolled and to continue working toward their Adult Standard Diploma.

[NAC 390.117](#) **Attendance at adult high school program for test preparation. (NRS 385.080, 390.055)**

The board of trustees of a school district may allow a person who is at least 16 years of age but less than 18 years of age who has withdrawn from high school so that he or she may take a high school equivalency assessment to attend an adult high school program only for the purpose of test preparation.

(Added to NAC by Bd. of Education by R029-01, eff. 11-1-2001; A by R134-07, 6-17-2008; R155-13, 6-23-2014)—(Substituted in revision for NAC 389.695; 390.510)

[NRS 390.055](#) **Selection of assessment by State Board; eligibility to take assessment; permission of board of trustees required under certain circumstances; regulations.**

1. The State Board shall select an assessment which enables a person who satisfies the requirements of subsection 2 or 3, as applicable, to demonstrate that he or she has achieved an educational level which is an acceptable substitute for completing a high school education.
2. A person who:
 - (a) Is 17 years of age or older;
 - (b) If he or she is at least 17 years of age but less than 18 years of age, submits to the State Board written permission signed by his or her parent or legal guardian;
 - (c) Has not graduated from a high school;
 - (d) Is not currently enrolled in a high school; and
 - (e) Satisfies any other requirements prescribed by the State Board,may take the high school equivalency assessment selected by the State Board.
3. The board of trustees of a school district may, upon request and for good cause shown, grant permission to take the high school equivalency assessment selected by the State Board to a person who:

- (a) Resides in the school district;
 - (b) Is at least 16 years of age but less than 17 years of age;
 - (c) Submits to the board of trustees written permission signed by his or her parent or legal guardian;
 - (d) Has not graduated from a high school;
 - (e) Is not currently enrolled in a high school; and
 - (f) Satisfies any other requirements prescribed by the board of trustees.
4. The State Board may adopt regulations to carry out the provisions of this section.
(Added to NRS by [1997, 2488](#); A [2001, 1481](#); [2013, 3261](#))—(Substituted in revision for NRS 385.448)

[NRS 390.065](#) Disclosure of questions and answers prohibited; exceptions.

It is unlawful to disclose the questions contained in the high school equivalency assessment selected by the State Board pursuant to [NRS 390.055](#) and the approved answers used for grading the assessment except:

- 1. To the extent that disclosure is required in the Department’s administration of the assessment.
- 2. That a disclosure may be made to a state officer who is a member of the Executive or Legislative branch to the extent that it is related to the performance of that officer’s duties.

(Added to NRS by [1983, 768](#); A [2013, 3261](#))—(Substituted in revision for NRS 385.451)

For current Nevada HSE policy information, visit: [HSE Home \(nv.gov\)](#)

Corrections

Correctional education programs serve incarcerated persons needing academic skill development but only those that lack a high school diploma may be counted for enrollment in the end of year report. Students eligible to participate are those who are at least 18 years of age and who meet the requirements for participation in a program of education for incarcerated persons. Through an approval process, programs may offer vocational training.

[NRS 392.0175](#) Regulations concerning enrollment of certain persons in courses for adult to earn high school diploma.

The Department shall adopt regulations that require the board of trustees of a school district that offers courses which are approved by the Department as meeting the requirements for an adult to earn a high school diploma to allow enrollment in such courses by a person who has not received a high school diploma and:

- 1. Is at least 18 years of age or meets the requirements for participation in the statewide program of education for incarcerated persons established pursuant to [NRS 388H.020](#); or
- 2. Is at least 17 years of age and has attended at least 4 years of high school.

(Added to NRS by [2021, 931](#))

[NRS 388H.010](#) “Incarcerated persons” defined. As used in this chapter, unless the context otherwise requires, “incarcerated persons” means persons who are incarcerated in a facility or institution operated by the Department of Corrections.

[NRS 388H.020](#) Establishment of statewide program by Department of Education; requirements of statewide program

- 1 The Department of Education, after consulting with the Department of Corrections, shall:

- a. Adopt regulations that establish a statewide program of education for incarcerated persons; and
 - b. Coordinate with and assist school districts in operating programs of education for incarcerated persons.
2. The statewide program may include courses of study for:
 - a. A high school diploma
 - b. Basic literacy;
 - c. English as a second language;
 - d. General educational development;
 - e. Life skills;
 - f. Career and technical education; and
 - g. Postsecondary education.
 3. The statewide program does not include the programs of general education, vocational education and training established by the Board of State Prison Commissioners pursuant to [NRS 209.389](#).
 4. The statewide program must establish:
 - a. Standards for each course of study that set forth the:
 - (1) Curriculum;
 - (2) Qualifications for entry; and
 - (3) Evaluation of incarcerated persons for placement; and
 - b. Procedures to ensure that an incarcerated person who earns credits in a program of education for incarcerated persons operated by a school district at a facility or institution shall, if transferred to a different facility or institution, transfer those credits to the program operated by a school district at that facility or institution.
 5. As used in this section, "general educational development" means preparation for and administration of the standardized examinations or other high school equivalency assessments that enable persons who have not graduated from high school to demonstrate that they have achieved an educational level which denotes competency in core curriculum. The term includes programs for obtaining a general educational development certificate or an equivalent document.

[NRS 388H.030](#) Fund for Programs of Education for Incarcerated Persons: Creation; administration; use of money; limitations on use; allocation of money to certain school districts.

1. There is hereby created in the State Treasury the Fund for Programs of Education for Incarcerated Persons. The Fund is administered by the State Board. The Superintendent of Public Instruction may accept gifts and grants of money from any source for deposit in the Fund. The interest and income earned on the money in the Fund, after deducting any applicable charges, must be credited to the Fund.
2. Money in the Fund must be used for programs of education for incarcerated persons.
3. Money in the Fund must not be:
 - a. Considered in negotiations between a recognized organization of employees of a school district and the school district; or
 - b. Used to reduce the amount of money which would otherwise be made available for programs of education for incarcerated persons in the absence of this section.
4. The Department shall establish a formula for equitably allocating money from the Fund to each school district that operates a program of education for incarcerated persons.

5. The State Board shall establish annually, within the limits of money available in the Fund, a basic allocation to each school district that operates a program of education for incarcerated persons.

NRS 388H.040 Boards of trustees of school districts authorized to operate program; compliance with statewide program; conditions for receipt of money from Fund

1. The board of trustees of a school district may, with the cooperation of the Department of Corrections, operate a program of education for incarcerated persons in any facility or institution operated by the Department of Corrections in the county of the school district.
2. A school district that operates a program of education for incarcerated persons shall:
 - a. Comply with the standards for such programs established by the Department of Education in the statewide program established pursuant to [NRS 388H.020](#).
 - b. As a condition for obtaining an allocation from the Fund for Programs of Education for Incarcerated Persons, submit to the Department of Education:
 - (1) an application to operate such a program; and
 - (2) a detailed budget for the program; and
 - c. If the school district receives an allocation from the Fund, obtain the approval of the Department of Education before it makes any changes in categorical expenditures.

NRS 388H.050 Board of Regents authorized to offer certain courses to incarcerated persons.

The Board of Regents of the University of Nevada may, with the cooperation of the Department of Corrections, offer courses that lead to a postsecondary degree for incarcerated persons in any facility or institution operated by the Department of Corrections.

NRS 388H.060 Authority of Director of Department of Corrections to restrict access of school district employee to facility or institution upon good cause shown; interagency panel required to be convened if employee's access is restricted; final decision of panel.

1. The Director of the Department of Corrections may, upon good cause shown, restrict the access of a person employed by a school district to operate a program of education for incarcerated persons to a facility or institution in which the program is operated for not more than 30 days. Within the 30-day period, an interagency panel must be convened to conduct a hearing and render a final decision pursuant to subsection 2.

2. The interagency panel must:

(a) Consist of:

- (1) The Director of the Department of Corrections or the Director's designee;
- (2) The Superintendent of Public Instruction or the Superintendent's designee; and
- (3) The immediate supervisor of the person employed by the school district.

(b) Conduct a hearing in compliance with all applicable provisions of [chapter 233B](#) of NRS.

3. The decision of the interagency panel is a final decision in a contested case.

4. For purposes of subsection 1, "good cause shown":

(a) May include the failure of a person employed by a school district to adhere to rules or regulations established by the Director of the Department of Corrections to protect the health and safety of staff of the facility or institution, offenders in the facility or institution and employees of the school district who operate a program of education for incarcerated persons in a facility or institution.

(b) May not include disagreements over the content of the courses of study for such a program of education.

(Added to NRS by [2003, 1365](#); A [2013, 345](#))—(Substituted in revision for NRS 388.583)

NRS 209.387 Legislative findings and declarations regarding programs for education of offenders.

The Legislature finds and declares that the program for general education of offenders and the program of education of offenders in English as a second language are acts of grace of the State. No offender has a right to participate in such a program, and it is not intended that the establishment of such programs create any such right or interest in liberty or property or establish a basis for any cause of action against the State, its political subdivisions, agencies, boards, commissions, departments, officers or employees.

(Added to NRS by [1993, 2516](#))

NRS 209.389 Board to establish programs for general education, vocational education and training and other rehabilitation.

1. The Board shall establish by regulation programs of general education, vocational education and training and other rehabilitation for offenders.

2. The regulations must take appropriate account of the following matters:

- (a) The educational level and needs of offenders;
- (b) Opportunities for employment when the offender is released from custody;
- (c) Interests of offenders; and
- (d) The number of offenders desiring participation in such programs.

3. The regulations must provide for an assessment of these programs at least every 3 years by qualified persons, professional groups or trade associations.

4. No offender has a right to be admitted to a program of education, vocational education and training or other rehabilitation programs established pursuant to this section, and it is not intended that the establishment of such programs or the failure to establish such programs creates any right or interest in liberty or property or establishes a basis for any cause of action against the State, its political subdivisions, agencies, boards, commissions, departments officers or employees.

(Added to NRS by [1979, 308](#); A [1979, 1379](#); [1989, 1884](#))

NRS 209.391 Director to administer programs of education, training and rehabilitation, to establish programs for counseling, research, statistics and planning and to purchase textbooks

The Director shall:

- 1. Establish programs to provide medical, psychological, psychiatric and other appropriate forms of counseling to offenders under the jurisdiction of the Department in accordance with classification requirements.
- 2. Administer programs of general education, vocational training and other rehabilitation for offenders established by the Board.
- 3. Within the limits of legislative appropriations, purchase textbooks for use by offenders who are enrolled in courses of general education and vocational training offered by any branch or facility of the Nevada System of Higher Education. Any textbooks purchased pursuant to this section must remain the property of the State and must be reissued to offenders as appropriate.
- 4. Within the limits of legislative appropriations, establish programs of research, statistics and planning to:
 - a. Determine and review periodically the effectiveness of the Department's programs of education, vocational training and other rehabilitation for offenders;
 - b. Provide annually, and at other times when so requested, to the Board, the Governor and the Legislature information pertaining to:
 - (1) The number of offenders who are participating in and who complete those programs;
 - (2) The effectiveness of those programs in accomplishing their purposes; and
 - (3) The number of offenders who are returned to prison after their release; and
 - c. Effect appropriate changes in the programs established by the Board.

AHSD Funding Formula

Allocations of Adult High School Funding are distributed based on a funding formula determined by the Nevada Department of Education (NDE). The formula is split between the Community and Corrections programs and will include the following factors:

- Equal base amount per awarded district
- Enrollment numbers of students with 12 hours of instruction or more
 - bed count used for Corrections
- Diplomas granted
- HSE certificates issued
- Additional outcomes as determined by NDE

[NAC 387.330](#) Adult high school program: Standards; enrollment and attendance; allocation of money by Department. ([NRS 385.080](#), [387.123](#))

1. An adult high school program must be operated in accordance with the standards prescribed in [NAC 387.190](#) and any additional standards prescribed by the Department. A school district that offers a program for pupils to obtain an adult standard diploma shall maintain a register of enrolled pupils and a list of classes that are offered.
2. Enrollment and attendance for each class must be recorded in the class record book in the manner prescribed in [NAC 387.165](#).
3. Reports of enrollment and attendance must be submitted to the Department:
 - a. On a form prescribed by the Department for that purpose; and
 - b. Annually on the date prescribed by the Department.
4. The Department shall determine the amount of money allocated to a school district that operates a program for pupils to obtain an adult standard diploma based upon a plan or formula developed by the Department to ensure that money is distributed equitably and in a manner that allows accounting for the expenditures of school districts.

Fiscal

The adult education grant period is from July 1st to June 30th. Tentative annual program funding levels will be released to the program directors each spring. State funds allocated in a program budget as of June 30th of the first year of the biennium, will be carried forward into the second year.

Any unexpended funds remaining as of June 30th of the end of the biennium cannot be rolled over and the remaining unspent balance will be returned to the State General Fund. Any stale claims at that time may decrease the following year allocation.

Initial budgets

Local programs must complete budgets for all state funds through ePAGE. When preparing the budgets, the local program should check for the following:

- a. Check against the GMU preparation guidelines and checklist.
- b. Check your coding against the NDE chart of accounts (function/object codes).
- c. Is the planned expenditure allowable and allocable?
- d. Is there sufficient detail to determine the allowability of planned expenditures?

Official budget forms are posted online in ePAGE. All budgets, budget revisions and requests for reimbursement will be submitted and approved through ePAGE for state funds.

Program Update

An update of educational services provided through the adult program is required annually with the initial budget; this should be no more than 3 to 5 pages. Below is an example of the required elements subject to change.

1. A weekly schedule of hours of operation.

Example- Monday 9:00 AM – 4:00 PM 6:00 PM – 9:00 PM

2. The number of full and part-time instructional employees and the number of months scheduled to work.

Example: 5 certified teachers, 9 month/8 hr. days

2 part-time teachers, 9 months/3 hr. days

3. The number of full or part-time program administrators paid by AHSD funds listing the percentage of the salary paid by AHSD funds.

4. Information needed for the initial budget:

- How is professional development being determined to meet the needs of your staff?
- What is the percentage of distance learning and in-person instruction?
- What type of EL support is being provided?
- What type of counseling support is being provided?
- Describe recruitment efforts?
- Describe any new or additional services to be provided during the upcoming school year.
- Describe your efforts to partner with local business and industry and/or local workforce agencies.

Reimbursement Request for Funds

Requests for reimbursement (RFR) must be submitted monthly on the **15th of the following month in ePAGE** unless a program has requested and received approval for quarterly submissions from the NDE Grants Management Unit (grantsinfo@doe.nv.gov). The RFR must include supporting general ledger documentation in an amount not to exceed expenses incurred during the period. After the Office of Adult Education approves the reimbursement request it goes to the Grants Management Office for approval before payment is made.

Budget Amendments

All changes to expected expenses require a budget revision in ePAGE. Any expenses incurred prior to approval of a budget revision may not be approved or reimbursed. Budget revisions will be accepted up to 60 days prior to the end of the subgrant award period of performance and should not occur more than once per quarter.

Final Financial Reports

Upon completion of each fiscal year, programs are to submit final report of expenditures of state funds through ePAGE. These reports should accurately reflect the **actual expenses** of each project. If there are funds over the amount spent, for any reason, for which reimbursement has taken place each grant recipient will be required to return those funds remaining. Required documents and due dates are specified in ePAGE.

Annual Assets/Items of Value Reports

A capitalized asset purchased with state funds is non-expendable property that costs more than \$5,000 and has a useful life of more than one year. Items of value are those items that cost between \$1,000 and \$4,999. Both capitalized assets and items of value must be reported at the end of the year on the appropriate forms. These reports should be cumulative—that is, they should reflect the program’s master inventory list of assets purchased with grant funds.

Program Monitoring

The focus of program monitoring is on quality, outcomes, compliance, and program improvement. Each Adult High School program is monitored by NDE every three years. NDE reviews program strategies and processes to support continuous improvement. In addition, the monitoring process provides an opportunity for the program to share highlights and successes.

Monitoring of subgrantees will include one or more of the following:

- Onsite
- Virtual
- Targeted

Areas to be monitored include:

- Adherence to policy
- Effectiveness in meeting student needs
- Student records
- Financial reports
- Program data

Monitoring criteria:

- Data and performance
- Financial
- Curriculum and instruction
- Student services
- Populations served
- Staff
- Coordination and partnerships
- Program administration

Other Requested Documentation

1. Memorandums of Understanding (MOU) and/or partnership contracts
2. Recruitment materials
3. Professional development plan

4. Assessment training verification
5. Class schedule with class names, dates, times, duration, instructor name, and levels.
6. Student handbook
7. Sample lesson plans
8. Equipment inventory
9. Student intake form

Within 45 days after the monitoring visit NDE will send a report to the subgrantee with commendations, recommendations, concerns, findings (if any), and next steps. If there are findings a corrective action plan will be required. NDE provides targeted site visits and technical support to local providers as needed.

Reporting and Accountability

The annual reports provide information about the Nevada AHSD program to NDE, the Legislative Counsel Bureau, and the Department of Corrections. This report is broken into two sections; the first section is the Community AHSD programs, and the second section is Corrections AHSD programs.

Every school district receiving Adult High School Diploma program funding is required to submit an annual report, **due by July 15th**, that includes data for the state fiscal year. The AHSD report includes enrollment data and accountability outcomes.

Enrollment: Programs submit an annual unduplicated count of students served for 12 hours or more.

Outcomes: Program effectiveness can be measured by the number of students earning an HSE certificate, an AHS diploma, and number of credits earned.

Financial Report: NDE maintains data on the amount of state funds allocated by formula to each district and provides statewide historical funding levels for the AHSD programs.

The Nevada Legislature appropriates funding for the purpose of helping adults obtain the education needed to pursue high-skill, high-wage, and/or in-demand jobs.

Student Privacy

The benefits of using student data must always be balanced with the need to protect students' privacy rights. All education data holders must act responsibly and be held accountable for safeguarding students' personally identifiable information. Programs are responsible to comply with all federal and state regulations regarding student data. For more information visit: [Family Educational Rights and Privacy Act \(FERPA\)](#)

Student Information System

As prescribed in [NAC 387.171](#), the AHSD program is required to maintain a master register and attendance of all enrolled students. These students must be enrolled in the school district's student information system (Infinite Campus) to meet the reporting requirements of the State and required student information per [NAC 387.165](#).

Record Retention

NAC 387.175 Maintenance of records of enrollment and attendance. (NRS 385.080, 387.123)

1. Each master register of enrollment and attendance and any supporting documents must be maintained and be available for inspection by the Department at any time during the school year and for 5 years after the last day of the school year. A printout of the master register at the end of each school month satisfies the requirements of this subsection if the printout is maintained for 5 years after the last day of the school year.

2. Each class record book must be maintained and be available for inspection by the Department at any time during the school year and for 2 years after the last day of that school year. A printout of the class record book at the end of each school month satisfies the requirements of this subsection if the printout is maintained for 2 years after the last day of the school year.

3. At the close of each school year, each officer who is responsible for maintaining the school's master register of enrollment and attendance shall sign a statement testifying to the accuracy and truthfulness of the reports of attendance and enrollment which are recorded in the master register. Such a statement must be included in the master register of enrollment and attendance. If a different officer becomes responsible for maintaining the master register during a school year, the officer who vacated the position shall attest to the accuracy and truthfulness for the period of the school year during which he or she was responsible for the master register and the officer that replaces him or her shall attest to the accuracy and truthfulness for the period of the school year during which he or she was responsible for the master register.

[Dep't of Education, Pupil Accounting Reg., eff. 12-15-77]—(NAC A by Bd. of Education, 9-6-83; 6-23-86; R033-99, 11-3-99)

The school district must maintain the permanent records of an Adult High School student. This includes any Adult Diplomas awarded and the transcripts for anyone who earned credits. Access to these records should be controlled by the Adult High School program or the school district administrative staff. Upon graduation from the Adult High School program the student's official transcript must incorporate any pre-existing credits and those earned in the program from which the diploma is awarded.

Distance Education

Distance education is a formal learning activity where students and instructors are separated by geography, time, or both for the majority of the instructional period. Teachers support distance students through communication via mail, telephone, e-mail, or other web-based technologies or software.

Distance education activities have special requirements for enrollment, assessment, curriculum, and accountability. Please see the application and policies at [Distance Learning \(nv.gov\)](http://Distance Learning (nv.gov)).

Distance Education Laws and Regulations

NRS 388.823 “Course of distance education” defined. “Course of distance education” means a course of study that uses distance education as its primary mechanism for delivery of instruction.

NRS 388.826 “Distance education” defined. “Distance education” means synchronous or asynchronous instruction which is delivered by means of video, computer, television, or the Internet or other electronic means of communication, or any combination thereof, in such a manner that the person supervising or providing the instruction and the pupil receiving the instruction are separated geographically for a majority of the time during which the instruction is delivered.

NRS 388.829 “Program of distance education” defined.

1. “Program of distance education” means a program comprised of one or more courses of distance education that is provided by the board of trustees of a school district or the governing body of a charter school.
2. The term does not include a program of distance education provided by a private school pursuant to [NRS 394.134](#) or a university school for profoundly gifted pupils pursuant to [NRS 388C.130](#).

NRS 388.850 Eligibility for enrollment.

1. A pupil may enroll in a program of distance education if:
 - (a) Pursuant to this section or other specific statute, the pupil is eligible for enrollment or the pupil’s enrollment is not otherwise prohibited;
 - (b) The program of distance education in which the pupil wishes to enroll is offered by the school district in which the pupil resides or a charter school or, if the program of distance education in which the pupil wishes to enroll is a full-time program of distance education offered by a school district other than the school district in which the pupil resides, the program is not the same or substantially similar to a program of distance education offered by the school district in which the pupil resides;
 - (c) The pupil satisfies the qualifications and conditions for enrollment adopted by the State Board pursuant to [NRS 388.874](#); and
 - (d) The pupil satisfies the requirements of the program of distance education.
2. A child who is exempt from compulsory attendance and is enrolled in a private school pursuant to [chapter 394](#) of NRS or is being homeschooled is not eligible to enroll in or otherwise attend a program of distance education, regardless of whether the child is otherwise eligible for enrollment pursuant to subsection 1.
3. If a pupil who is prohibited from attending public school pursuant to [NRS 392.264](#) enrolls in a program of distance education, the enrollment and attendance of that pupil must comply with all requirements of [NRS 62F.100](#) to [62F.150](#), inclusive, and [392.251](#) to [392.271](#), inclusive.
4. A pupil who is enrolled in grade 12 in a program of distance education and who moves out of this State is eligible to maintain enrollment in the program of distance education until the pupil graduates from high school.

NAC 388.830 Submission and review of application for program; approval or denial of program; period of validity; renewal of application; modification of program; enrollment of pupils in program. ([NRS 385.080](#), [388.874](#), [388A.105](#), [388A.110](#), [388A.168](#), [390.105](#), [390.600](#), [390.700](#))

1. The Department shall engage in the process of reviewing applications for programs of distance education not less than once per year. An application must be received by the Department from the board of trustees of a school district or a governing body of a charter school on or before January 15 for consideration of a program that will begin operation in the immediately succeeding school year. An application must be received by the Department from a committee to form a new charter school on or before September 1 for a program that will begin operation in the immediately succeeding school year.
2. The Department shall prescribe the form for the application. An application must include:
 - (a) The name of the school district or charter school submitting the application;
 - (b) The date on which the board of trustees of the school district, the governing body of the charter school or the committee to form a charter school, as applicable, reviewed and approved the application;
 - (c) The original signature of the president of the board of trustees, or his or her designee, a member of the governing body of the charter school or a member of the committee to form a charter school, as applicable, indicating approval of the application;
 - (d) The name, address and telephone number of the person who will administer the program of distance education;
 - (e) A list designating each course of distance education that will be offered through the program;

(f) If a course of distance education that will be offered through the program is included on the list of approved distance education courses prepared by the Department, an identification of each course, including, without limitation, the title of the course and the name of the provider of the course of distance education;

(g) If a course of distance education that will be offered through the program is not included on the list of approved distance education courses prepared by the Department, the information required by subparagraphs (1) to (10), inclusive, of paragraph (e) of subsection 1 of [NAC 388.825](#);

(h) A description of the manner by which the school district or charter school will document the attendance and participation of each pupil who is enrolled in a course offered through the program, consistent with the provisions of [NAC 387.193](#) and [387.294](#);

(i) A description of the criteria that will be used to enroll pupils in the program, including, without limitation, the manner by which the eligibility of each pupil for enrollment will be determined and documented in compliance with [NRS 388.850](#);

(j) A description of the plan for assessing the academic achievement of pupils who are enrolled in the program, which must include, without limitation, the administration of the examinations required by [NRS 390.105](#) and [390.700](#);

(k) A description of the manner by which the school district or charter school will document the completion of a course by a pupil enrolled in the program and award credit to each pupil who completes a course; and

(l) A description of the manner by which the school district or charter school will monitor the progress of each pupil enrolled in the program, including, without limitation:

(1) A method for identifying pupils who are experiencing difficulty with completing assignments or who are otherwise not demonstrating satisfactory progress; and

(2) The assistance or support that will be provided to pupils identified pursuant to subparagraph (1) in addition to any assistance or support offered by the provider of the course of distance education.

3. If a school district or charter school submits an application pursuant to this section to provide a program of distance education and the application is approved, the school district or charter school is not required to submit a separate application pursuant to [NRS 388.834](#) and [NAC 388.825](#) for approval of a course that is included in the approved program.

4. Not more than 45 calendar days after receipt of an application pursuant to this section, the Department shall provide written notice to the applicant of its approval or denial of the program. If an application is denied, the applicant may, not later than 30 calendar days after receipt of the notice of denial, correct the deficiencies identified in the notice of denial and resubmit the application to the Department. If the application is denied by the Department, the applicant may appeal the decision of the Department to the State Board of Education. The State Board may approve or deny the application upon appeal.

5. Except as otherwise provided in this subsection and [NAC 388.860](#), if a program of distance education is approved pursuant to this section, the approval is valid for 3 years after the date of approval.

6. The Department shall prescribe the form for the renewal of an application. To continue providing a program of distance education, the provider of the program must submit an application for renewal to the Department at least 60 days before the expiration of the approval. If the Department approves a program of distance education submitted by a committee to form a new charter school and the committee's application to form a charter school is denied by the Department, the board of trustees of a school district or the State Public Charter School Authority, as applicable, the approval of the program of distance education is automatically revoked and the procedure for revocation set forth in [NAC 388.860](#) does not apply.

7. If a provider of a program of distance education intends to change or modify the program with regard to the items set forth in the application, the provider shall obtain the written approval of the

Department before making such a change or modification. If the provider changes or modifies the program without the approval of the Department pursuant to this subsection, the Department may revoke its approval of the program.

8. A school district or charter school shall not enroll pupils in a program of distance education unless the Department has provided documentation indicating that the program has been approved pursuant to this section for operation in this State.

School Districts must submit an application to operate a program of distance learning, which can be found at [Distance Learning \(nv.gov\)](http://Distance Learning (nv.gov))

Independent Study

As used in [NAC 389.710](#) to [389.750](#), inclusive unless the context otherwise requires, “independent study” means the method by which a pupil may complete a required or elective course outside of the normal classroom setting that is consistent with the course of study prescribed by the state board and the school district.

NAC 389.720 Plan to operate program; approval or denial of plan; written policy; system of recordkeeping ([NRS 385.080](#), [389.155](#))

1. The board of trustees of a school district may submit to the Department of Education, in the form prescribed by the Department, a plan to operate a program of independent study. The program of independent study must contain the information prescribed in subsection 3 and must be offered as part of:
 - a. An adult high school program;
 - b. An alternative program for the education of pupils at risk of dropping out of school;
 - c. A program of distance education; or
 - d. Any other educational program offered by the school district.
2. The Superintendent of Public Instruction shall review each plan to operate a program of independent study submitted to the Department of Education and approve or deny the plan. If the plan is denied by the Superintendent, the school district may appeal the decision of the Superintendent to the State Board of Education. The State Board may approve or deny the plan for a program of independent study upon appeal.
3. The board of trustees of a school district which provides for independent study shall:
 - a. Develop a written policy for independent study, which must include, without limitation, the process by which a pupil may appeal a decision by the board of trustees which denies the pupil from enrolling in a course of independent study.
 - b. Establish a system of recordkeeping for each pupil enrolled in a course of independent study. For each course that a pupil participates in, the record must include, without limitation:
 - (1) A copy of the written agreement required pursuant to [NAC 389.750](#);
 - (2) A record of all communication between the pupil and the teacher;
 - (3) A record of the assignments that the pupil has completed; and
 - (4) A copy of the record which indicates the final grade and the number of units of credit earned by the pupil.

NAC 389.730 Courses allowed; courses outside school district. (NRS 385.080, 389.155)

1. A pupil who is enrolled in school or in an alternative program pursuant to NRS 388.537, an adult high school program approved pursuant to NAC 387.190 or a program of distance education established by a school district may complete any required or elective course by independent study if the board of trustees of the school district in which the pupil is enrolled provides for independent study in accordance with NAC 389.710 to 389.750, inclusive.

2. A course of independent study may be taken at a location outside of the school district in which the pupil is enrolled upon the written approval of the board of trustees of the school district in which the pupil is enrolled.

(Added to NAC by Bd. of Education by R051-98, eff. 9-9-98; A by R218-99, 5-4-2000; R134-07, 6-17-2008)

NAC 389.740 Licensing of instructors; supervision required for certain courses. (NRS 385.080, 389.155)

1. The instructor of record for a course of independent study must be a person who is licensed to teach in this State.

2. If the board of trustees of a school district that provides for independent study determines that an activity which is part of the course of independent study constitutes a risk to the health or safety of a pupil who is enrolled in the course, the course must be supervised by a person who has been approved by the board of trustees.

(Added to NAC by Bd. of Education by R051-98, eff. 9-9-98)

NAC 389.750 - Written agreement with pupil. (NRS 385.080, 389.155)

1. A pupil shall enter into a written agreement with the teacher of the course of independent study or the board of trustees of the school district or its designee before the pupil may begin a course or program of independent study. A pupil may enter into a written agreement if the pupil participates in:

- (a) An adult high school program;
- (b) An alternative program;
- (c) A program of distance education; or
- (d) Any other educational program offered by the school district.

2. Such an agreement must include, without limitation:

- (a) The objectives of the course or program.
- (b) A timeline for the completion of the assigned course work.
- (c) A schedule of the communications between the pupil and the teacher that satisfies the requirements of subparagraph (2) of paragraph (a) of subsection 2 of NRS 389.155.
- (d) The method by which the teacher will assess the learning of the pupil.

(e) If a pupil is under 18 years of age, the written approval of a parent or guardian of the pupil to participate in the course of independent study.

(Added to NAC by Bd. of Education by R051-98, eff. 9-9-98; A by R218-99, 5-4-2000; R134-07, 6-17-2008)

Student and Staff Resources

- [Adult High School Program](#)
- [Nevada High School Equivalency](#)
- [Nevadaadulthoodeducation.org](#)
- [Assessment Policy](#) located in [Nevada Adult Education and Family Literacy Act Handbook](#)
- [Nevada Career Explorer](#)
- [Nepris - Connecting Industry to Classrooms](#)
- [GOWINN In Demand Occupations](#)
- [Lightcast SkillsMatch](#)
- [Rehabilitation Division Bureau of Vocational Rehabilitation - Nevada Department of Employment, Training and Rehabilitation \(nv.gov\)](#)
- [LINC | Adult Education and Literacy | U.S. Department of Education](#)