



Calendar of Due Dates 2023-2024

Annual Requirements for ALL Private Schools

- By **October 15** Enrollment & Staff Report is due. This report should reflect your students and staffing after the completion of your 20th day of school. Submit the report to the [Private School Student and Staff Report Portal](#). Since October 15 is a Sunday in 2023, the NDE will accept reports through Monday, October 16.
- **December 31** Immunization Reports are due. Please upload your reports to [Immunization Portal](#).
- By **July 1** fill out the [Restraint Reporting Form for Private Schools](#). If you have restrained, you will need to upload a detailed report that will be sent via email.
- Your updated Crisis Response Plan must be submitted to the Nevada Department of Emergency Management via the Emergency Response Plan Portal by **August 15**. It must be approved by your board by **August 1**.

Email the Division of Emergency Management at ndemplanning@dem.nv.gov to get the link and the access code.

Requirements for School License Renewals

- **Sixty days** prior to the expiration date on your current school license you must have your renewal paperwork arrive at the Nevada Department of Education office. You may submit through the [Private School License Renewal Portal](#), or you may mail or drop off your renewal application and supporting documents to:

Nevada Department of Education
c/o Barbara Bidell, Education Programs Professional
Office of Student and School Supports
Private School Supports
2080 East Flamingo Road, Suite 210
Las Vegas, Nevada 89119

Please find the application and declaration forms on the [NDE Private Schools website](#).

Requirements for School Agents

(not required for exempt schools)

- **On or before November 1**, submit your Agent Permit Renewal Paperwork and a completed credit card authorization to the [2024 Agent Permit Portal](#).
- Your approved Agent Permit will be sent in an email upon approval by the State Board of Education.

Requirements for Educational Choice Scholarship

- All schools participating in the Educational Choice Scholarship Program must submit Quarterly Reports. Those MUST be submitted ON TIME via the [Educational Choice Scholarship Report Portal](#).
- Be sure to complete your report accurately and indicate who is submitting the report. Since three of the four due dates are on weekends or holidays, we are extending those deadlines. Report due dates are:
 - October 15 (accepted through October 16)
 - January 15 (accepted through January 17)
 - March 15
 - June 15 (accepted through June 18)
- Academic Assessment Reports will continue this year. Please send assessment data with your June 15 report.