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GUIDANCE MEMORANDUM #18-05 REV.

TO: Nevada School District Superintendents

COPY: Nevada School Principals

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

SUBJECT: Academic Plan and Full-Time Pupil Apportionment

Existing law requires pupils enrolled in grade 11 in public high schools to take a college and career readiness assessment chosen by the State Board of Education (ACT), and requires that said assessment: (1) be used to provide each pupil who takes the assessment a review of his or her academic strengths and weaknesses; and, (2) allows teachers and other licensed educational personnel to use the results of the assessment to provide appropriate interventions for a pupil to prepare for college and career success. [NRS 390.610](#)

2017 Nevada Legislature – Assembly Bill (A.B.) 117

A.B. 117 specifies the following amendments to [Chapter 388](#) of NRS:

sec. 1: Requires the Board of Trustees of each school district to adopt a policy for each public high school in the school district to ensure that a counselor, administrator or other licensed educational personnel meets individually, at least once each school year, with each pupil enrolled in grades 9, 10, 11, and 12 at a public high school, to review with the pupil the academic plan for the pupil. [NRS 388.205](#)

sec. 2: Requires the counselor, administrator or other licensed educational personnel in each school district to use the pupil's results on the college and career readiness assessment administered pursuant to [NRS 390.610](#) (*if available*), the results of a National Merit Scholarship Qualifying Test (*if available*), and the pupil's academic records to review with the pupil his or her academic strengths and weaknesses and determine areas the pupil may need to work on to be **prepared for college and career success without the need for remediation.**

sec. 3: If the counselor, administrator or other licensed educational personnel determines that remediation is necessary, said counselor, administrator or other licensed educational personnel are required to coordinate with the pupil and the pupil's parent or legal guardian to revise the academic plan for the pupil to ensure that the pupil will be prepared for college and career success before the pupil graduates.

2017 Nevada Legislature – Assembly Bill (A.B.) 7

Existing law requires the principal of each school, in consultation with the employees of the school, to prepare a plan to improve the achievement of pupils enrolled in the school and prescribe the requirements for such plan. [NRS 385A.650](#)

A.B. 7 specifies the following amendments to [Chapter 385A.650](#) of NRS:

sec. 19: Removes the statutory requirements concerning the contents of the plan and instead requires the State Board of Education to prescribe the contents of the academic plan by regulation; requires the State Board to include any information prescribed by regulation to be in compliance with the provisions of U.S.C. §6311(d); and, on a date prescribed by the Department, requires the principal of each school to submit the plan or the revised plan to the Department, the Committee, the Bureau, and the Board of trustees of the school district in which the school is located or, if the school is a charter school, the sponsor of the charter school and the governing body of the charter school.

Existing law requires the State Board of Education to adopt regulations for counting enrollment of pupils for apportionment purposes. [NRS 387.123](#)

A.B. 7 further specifies assed in the 2017 Nevada Legislative Session, specifies the following amendments to [Chapter 387.123](#) of NRS:

sec. 23.5: Prohibits such regulations from counting a pupil enrolled in grade 12 who is not prepared for college and career success as a full-time pupil for apportionment purposes unless the pupil is enrolled in a certain number of courses or periods per day.

(c) Shall prohibit the counting of a pupil enrolled in grade 12 as a full-time pupil if the pupil is not prepared for college and career success, as defined by the Department. Such a pupil may be counted as a full-time pupil if he or she is enrolled in a minimum of six courses or the equivalent of six periods per day or the superintendent of the school district has approved enrollment in fewer courses for good cause.

Assembly Bill 7 supplants current Nevada Administrative Code ([NAC](#)) [387.345](#) as it pertains to the counting of a pupil enrolled in grade 12 for the purposes of calculating basic support. The Department will work with the State Board of Education on regulations pertaining to counting enrollment of pupils for apportionment purposes. To assist districts and school in these efforts, there are federal funding mechanisms available to middle and high schools; please see the previously disseminated [Using Federal Funds to Support Career Guidance and Career Counseling in Middle and High Schools](#) resource.

General Guidance

Pursuant to [Assembly Bill 7](#) (2017), in order for local education agencies (LEAs) to count a pupil enrolled in grade 12 for apportionment purposes, the LEA has to demonstrate that the pupil is prepared for college and career success without the need for remediation. If the pupil is not, the pupil must be enrolled in a minimum of six (6) courses or the equivalent of six (6) periods per day; or, pursuant to [Assembly Bill 117](#) (2017), a local education agency (LEA) could demonstrate that a pupil is working on preparedness for college and career success without the need for remediation through the following demonstrations:

- Be on track to earning an advanced diploma ([NAC 389.663](#)), with no more than 14 courses credits remaining (i.e., three credits remaining in junior year, four credits remaining in senior year) ; or
- Be on track to earning a college and career ready diploma (*new section*, [NAC 389.663; R076-17](#), 2017) by successfully demonstrating at least one in the following coursework, assessment, or credential areas:
 - Advanced placement (AP) coursework – 5th semester benchmark
 - complete two (2) honors courses in academic areas, achieving a B average or higher; or
 - complete one (1) AP course, achieving a B average/’3’ or higher; or
 - enrollment in two (2) or more AP courses, achieving a C or better in 5th semester; or
 - International baccalaureate (IB) coursework
 - complete one (1) IB course, achieving a B average or higher; or
 - enrollment in one (1) IB course in both the 5th and 6th semesters; or
 - Dual-credit (DC) coursework – 5th semester benchmark
 - complete one (1) DC course, achieving a B average or higher; or
 - enrollment in one (1) DC course in both the 6th semester; or
 - Career and Technical Education (CTE) coursework – 5th semester benchmark
 - enrollment in a Level 3 CTE course, achieving a B average or higher in the CTE program of study; or
 - completion of a Level 2 CTE course, achieving a B average or higher in the CTE program of study; or
 - enrollment in a Level 2 CTE course, achieving a B average or higher in the CTE program of study; or
 - Work-based learning (WBL) coursework – 5th semester benchmark
 - enrollment in one (1) approved WBL course that aligns with high-priority, in-demand occupations identified by the state (S.B. 516); or
 - completion of one (1) approved WBL course that aligns with high-priority, in-demand occupations identified by the state (S.B. 516); or
 - Completion of the ACT with a minimum score of 18 in ACT English and a minimum score of 22 in ACT Mathematics; or
 - Completion of the SAT with a minimum score of 500 in SAT Critical Reading and a minimum score of 500 in SAT Mathematics; or
 - Completion of the ACT National Career Readiness Certificate (NCRC) with a minimum score of *Silver*; or
 - Completion of the Armed Services Vocational Aptitude Battery (ASVAB) with a minimum score of 50; or
 - Completion of the Career and Technical Education Skills Attainment Certificate ([NAC 389.800](#)); or
 - Obtainment of an industry-recognized credential pursuant to [Nevada’s Eligible Industry Credentialing List](#).

Please direct any questions, or for more information contact either Kris Nelson, Director, Office of Career Readiness, Adult Learning & Education Options, knelson@doe.nv.gov, (775) 687-7283, or Michael Shafer, Audit Manager, (775)687-9231, mshafer@doe.nv.gov. This memo does not expire and will operate in perpetuity until replaced.