



The Office for a Safe and Respectful learning Environment (OSRLE) must request all **ADDITIONAL DOCUMENTATION** related to the incident to be appealed within 5 working days.

NAC 388.915(3), “After after a complaint is submitted pursuant to this section, the Department may request any additional information necessary to conduct an investigation. The Department shall make any such request for additional information within 5 working days receipt of the initial complaint. The Department shall notify a parent or guardian who submits a complaint when the Department determines that the complaint is complete and requires no additional information for the purposes of making a preliminary determination pursuant to subsection 4.”

After receipt of the completed complaint, OSRLE must issue a **PRELIMINARY REPORT** within 10 working days after determining whether a review of the investigation is warranted.

- If it is determined during the preliminary process that there is enough information to reverse the school’s decision, the appeal process ends, and the decision is reversed.
- If it is determined during the preliminary process that further review is not warranted, the appeal process ends, and the decision is upheld.
- If it is determined during the preliminary process that further review is warranted, the appeal process will continue, as described below.

NAC 388.915(4) “After receiving a complaint that is complete, the Department shall determine whether it will conduct further investigation into the complaint and issue to the parent or guardian of each pupil directly involved in the incident described in the complaint, any other person involved in that incident and the superintendent of the school district or governing body of the charter school, as applicable, a preliminary report containing that determination. The Department shall issue the preliminary report not later than 10 working days after receipt of the completed complaint pursuant to subsection 3.”

Not later than 45 working days after the **PRELIMINARY REPORT**, OSRLE must issue a **FINAL REPORT**.

- If it is determined during the additional investigation that there is enough information to reverse the school’s decision, the appeal process ends, and the decision is reversed.
- If it is determined during the additional investigation that there is not enough information to reverse the school’s decision, the appeal process ends, and the decision is upheld.
- If additional time is required after 45 working days, the parent or guardian will be notified.

NAC 388.915(5) “The Department shall issue the final report not later than 45 working days after the preliminary report is issued unless the Department notifies the parent or guardian of each pupil directly involved in the incident, any other person involved in the incident and the superintendent of the school district or governing body of the charter school, as applicable, that the Department needs more time to conduct the investigation.”