

DISTANCE EDUCATION PROGRAM APPLICATION

July 1, 2024 through June 30, 2027

Amended Application Number: _____

CERTIFICATION

I HEREBY CERTIFY that, to the best of my knowledge, the information contained in this application is accurate and that the distance education program will be operated as described in the application. As the authorized representative of the school district or charter school submitting the application, assurance is provided to the Nevada Department of Education (NDE) that all persons responsible for program operation will comply with all applicable Nevada Revised Statutes, Nevada Administrative Code, NDE policy and regulations, and all rules and policies of the school district or charter school.

Name and signature of the school district superintendent, charter school principal or appropriate designee of the applicant authorized to submit this application must be provided below:

Name and Title (Please type)	Signature	Date
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Indicate the date the applicant's board of trustees, governing body, or committee to form a charter school met to approve the submission of this application: _____

APPLICANT INFORMATION

Applicant (Name of School District or Charter School)	Mailing Address
Name and Title of Authorized Contact Person	Telephone Number
	Fax Number
	Email Address

FOR DEPARTMENT USE ONLY:

Date Received:	Date Received Revisions:
Recommend for Approval by the Distance Education Program Review Committee:	
_____ Date: _____	
Verification by Distance Education Program Professional	
_____ Date: _____	
Approval by State Superintendent of Public Instruction	

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APPLICATION REQUIREMENTS

Cover Page

All information requested on the certification cover page must be completed. An original or electronic signature of the school district superintendent, charter school principal, or appropriate designee is required. The designated contact will be contacted regarding any questions pertaining to the application.

Please Note: By signing the cover page, the school district or charter school representative assures the Nevada Department of Education that all persons responsible for distance education program operation will comply with all applicable Nevada Revised Statutes, Nevada Administrative Code, NDE policy and regulations, and all rules and policies of the school district or charter school.

Approved distance education program applications do not exempt a school district or charter school from adhering to NRS 388.090 requiring schools to provide a minimum of 180 days of school and does not allow districts to hold “digital days” in lieu of a traditional day of school as approved under a traditional district calendar. Refer to the “Distance Education Program Handbook” for additional program requirements not specifically addressed in this application.

On separate pages, address each of the following areas in sequence. Use additional pages if needed.

SECTION 1: Identify all distance education courses that will be offered as part of the distance education program.

If a course that is currently included on the list of approved distance education courses will be offered, please identify each course.

Please include in your list:

Name of the Publisher	Course Subject Area	Course Title	Grade Level
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The Nevada Distance Education Provider Course List can be found on the [Nevada Department of Education Distance Learning](#) webpage.

For new courses that will be developed and offered by the applicant, the Distance Education Course Approval Application must be submitted within the Distance Education Course submission window (NRS 388.834, NRS 388.838).

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SECTION 2: Describe the process that will be used to enroll students in the distance education program.

Describe the process the school district or charter school will follow regarding the selection and enrollment of students in the distance education program. Describe who is involved in the process, what counseling is provided to the student and who ultimately approves the enrollment. (NRS 388.850) If you have an enrollment form/packet, please attach to the application.

If the program enrolls high school students, describe if the program will require all full-time students to take their courses concurrently, or if the program will allow students to take courses sequentially. If sequential is allowed, please specify how the school will ensure that the student will take the required number of courses pursuant to (NAC 387.345) per semester.

If the program will accept the enrollment of students from adjacent school districts or charter schools and/or part-time from outside of the district boundaries, describe how the required written agreement from the other school district or charter school will be obtained for each student. Please provide a copy of any agreements between the school districts or charter schools including any remuneration between each school district and charter school (NRS 388.854).

Please note: Homeschooled students are not eligible to enroll in or otherwise attend a program of distance education offered by a Nevada school district or charter school (NRS 388.850).

SECTION 3: Provide an explanation of how the school district or charter school will document each pupil's attendance and participation in the courses offered in the distance education program.

Provide a brief description of the process the school district or charter school will follow to ensure an accurate accounting of the student's attendance and participation in the distance education program.

Please note that regulations require that the teacher assigned to each course must meet or otherwise communicate with each student at least once each week for the pupil to be considered enrolled in the program of distance education. The student shall be considered in full attendance for each week the teacher meets or communicates with the student. The attendance of the student must be recorded weekly as part of the master register of enrollment and attendance (NAC 387.193, NRS 388.866).

For each student who is enrolled full-time in a program of distance education, the school district that provides the program must designate one public school within that school district with which the student will be affiliated. The student must be reported weekly as enrolled and in attendance in the school designated by the school district (NRS 388.862).

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Each student who is enrolled part-time in a program of distance education for which a plan of study has been constructed between school district or charter school, and the student must be reported **weekly** as enrolled and in attendance in the class (NAC 387.193).

SECTION 4: Describe how the district or charter school will assess student mastery of course content.

Provide a description of the process the school district or charter school will follow regarding the assessment of students in any required state achievement examinations and any course final summative exams.

- Provide a description of how required state achievement examinations will be administered to include proctoring for distance education students.
- Provide a description of how required midterm/final course assessments will be administered to include proctoring for distance education students.
- Provide any requirements for a student to pass a final exam, and at what level, to receive credit for course.

SECTION 5: Describe how the district or charter school will monitor the progress of students enrolled in the program.

Provide a description of the process to be followed by the school district or charter school regarding the monitoring of progress being made by students enrolled in distance education courses (NAC 387.193).

Include any criteria that will be used to trigger additional support for pupils who are having difficulty with course assignments or are otherwise having difficulty in being successful in the course. In addition, describe the technical assistance/support that will be provided to students who are not making adequate progress in their distance education courses.

Special Note

A school district or charter school may not operate a program of distance education until the school district, or the charter school has received official notification of approval to operate within the State of Nevada by the Department of Education.