

2026 NEVADA OPEN ENROLLMENT

Implementation Handbook



Document use:

Administrative handbook with integrated policy guidance, operating controls, appendices, and compliance references.

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2026 Nevada Open Enrollment Implementation Handbook

VOLUME 3.1

Appendices:

Appendix A: Policy Templates | Appendix B: Sample Forms and Notices | Appendix C: Compliance Reference Index

Primary authorities:

NRS 388.040 | NRS 386.790 | adopted rules and related state implementation materials reflected in the source set.



TABLE OF CONTENTS

Document use: Administrative handbook with integrated policy guidance, operating controls, appendices, and compliance references.

1.0	About This Handbook	04
2.0	Governance Framework and Policy Architecture	06
3.0	Capacity Determination, Publication, and Stability	08
4.0	Application Administration and Intake Controls	10
5.0	Selection Standards, Priorities, Lottery, and Waitlists	12
6.0	Transportation and Access	14
7.0	Decisions, Appeals, and Family Communication	15
8.0	Records, Reporting, Transparency, and Oversight	17
9.0	Adoption, Publication, and Annual Review	19
APPENDIX A.	Policy Templates	A-1
APPENDIX B.	Sample Forms and Notices	B-1
APPENDIX C.	Compliance Reference Index	C-1

1.0

About This Handbook



1.1 Purpose

This handbook is intended to help districts turn Nevada’s open-enrollment requirements¹ into clear, consistent practice. It brings together the core rules, procedures, and implementation tools districts need to make student transfers fair, transparent, and easier for families and staff to navigate. By combining policy guidance with practical appendices, the handbook is designed to support local decision-making, promote compliance, and serve as a reliable working resource for adoption and day-to-day administration.

1.2 Scope

This handbook applies to district policy adoption, annual publication, capacity setting, application administration, selection decisions, transportation statements, appeals, recordkeeping, reporting, and oversight. For purposes of this handbook, open enrollment means attendance at a public school outside the zone of attendance a pupil is otherwise required to attend. Specialized schools² remain subject to any lawful exemption that applies to magnet schools, career and technical academies, or dual-enrollment high schools.

1.3 Legal and Administrative Framework

The handbook is organized around Nevada’s open-enrollment statutes, principally [NRS 388.040](#) and [NRS 386.790](#), together with adopted rules and state implementation materials reflected in the district source set. Statutory requirements should be treated as mandatory. Source-material items described as optional, draft-dependent, or contingent on current Nevada Department of Education guidance should be confirmed against the latest posted state materials before board adoption, publication, or grant participation.

1.4 How to Use This Handbook

The main body lays the district standards and operating expectations that should guide practice. Appendix A contains the full model policy language for district customization. Appendix B contains the forms, notices, and records tools used to carry the policy into operation. Appendix C maps the handbook to the major compliance requirements reflected in the source checklist.

¹ “The board of trustees of each school district shall: (a) Adopt policies and procedures governing the attendance of pupils at schools outside the zone of attendance that a pupil is otherwise required to attend pursuant to paragraph (f) of subsection...”
N.R.S. § 338.040

² “(2) Require all public schools within the school district, except for magnet schools, career and technical academies and dual enrollment high schools, to be open to the attendance of pupils pursuant to paragraph (f) of subsection 2, subject to capacity...”
N.R.S. § 338.040

1.5 Handbook Description

- Establishes districtwide standards for policy adoption and administration.
- Organizes the annual open-enrollment cycle from capacity publication through reporting.
- Identifies the required controls for applications, lotteries, waitlists, notices, appeals, and records.
- Gives core handbook guidance and working policy templates, forms, and compliance index contained in the appendices.

1.6 Intended Outcomes

- Families receive a clear, accessible, and consistent process.
- District decisions are based on published standards.
- Capacity, timelines, and selection methods are visible and transparent.
- Transportation, appeals, and communications are handled consistently across schools and offices.
- The district can demonstrate compliance through a complete and coherent record trail.

1.7 Key Terms

Term	Working meaning used in this handbook
Open enrollment	Attendance at a public school outside the zone of attendance a pupil is otherwise required to attend.
Capacity	The published grade-level capacity calculated under the district's uniform method.
Specialized school	A magnet school, career and technical academy, or dual-enrollment high school, unless otherwise required by law.
Statutory priority	The required first priority for pupils who live in the zone of a school that received one of the two lowest statewide accountability ratings in the immediately preceding school year.
Waitlist	The ordered list created after seats are assigned so that later vacancies can be filled in the published order.



Required standard:

Board policy must govern attendance outside assigned zones, all non-exempt public schools must participate subject to capacity, applications may be required only for out-of-zone requests, and approved pupils must be able to remain at the school through its highest grade without annual reapplication. See Appendix C items 1, 3, 15, and 16.

2.0

Governance Framework and Policy Architecture



2.1 Board Adoption and District Authority

To meet the open enrollment requirement, the district must adopt board policy. The board-level document should state the requirements. The superintendent or designee should implement the annual calendar, forms, communication tools, staffing roles, and records-management procedures needed to carry those requirements into practice³.

2.2 Minimum Policy Components

Policy component	Minimum district control	Appendix resource
Authority and coverage	Adopt policies and procedures, define covered schools, and identify the district's open-enrollment governance structure.	Appendix A §§1–2, 12
Annual cycle	Publish the annual application opening date, deadline, decision timing, and appeal route.	Appendix A §§4, 8, 10
Selection method	State prohibited criteria, any limited discipline screen, statutory priority, any additional lawful priorities, the lottery (or other method), and waitlist rules.	Appendix A §§6–7
Transportation	State whether the district provides transportation and keep any assistance process separate from placement review.	Appendix A §9 Appendix B Form 10
Records and reporting	Retain capacity, notice, lottery, waitlist, appeal, and reporting records and identify the implementation owner.	Appendix A §§11–12

³ See Appendix A for full policy draft language.

2.3 District Operating Rules



A pupil attending through open enrollment may not be charged tuition or a transfer fee because of the transfer.⁴



No application should be required for a pupil who will attend the assigned zoned school.⁵



Once approved and enrolled, the pupil may remain through the highest grade offered at that school, subject to the same generally applicable conduct, attendance, promotion, and graduation rules that apply to all enrolled pupils.⁶



Administrative procedures should identify the responsible office for application intake, capacity posting, notices, appeals routing, translations, and annual reporting.⁷



⁴ [2025 Nev. Stat., ch. 486, § 2, at 3176 \(A.B. 533\)](#)

⁵ [2025 Nev. Stat., ch. 486, § 2, at 3176](#)

⁶ [2025 Nev. Stat., ch. 486, § 2, at 3177 \(A.B. 533\)](#)

⁷ See Appendix A, Model Open Enrollment Policy §§1–4 and §§11–12, for the full governing language and district-customization fields.

3.0

Capacity Determination, Publication, and Stability



3.1 Uniform Capacity Methodology

Capacity is the control point most likely to generate family confusion, operational error, or audit findings. The district should use one publicly documented methodology across all covered public schools. The selected statutory baseline must be either maximum building occupancy or an occupancy level of not more than one person per forty square feet of instructional space. The district should then translate that baseline into grade-level seats through a written, school-by-school method that can be explained to families, staff, and reviewers. If the district uses teaching-station methodology, that methodology should be documented. If districts choose to utilize a teaching station model, the recommended number of students must align to the room capacity specified by the building design and fire code.

3.2 Annual Publication Schedule

Timing	District action	Evidence to retain
At least 90 days before the annual window	Publish grade-level capacity for every covered school using the district's uniform methodology.	Timestamped webpage capture or archived posting
On or before the first day of each calendar quarter	Publish grade-level vacancies for each covered public school.	Quarterly vacancy posting archive
If capacity is reduced during the application window	Board-authorize the change and publish a written explanation at least 15 days before the earliest decision date affected.	Board materials and public explanation
Throughout the cycle	Maintain occupancy data, space calculations, enrollment history, and the seat-translation method used for grade-level capacity.	Capacity worksheet and supporting records

3.3 Stability and Mid-Cycle Changes

A published grade-level capacity should remain stable during the application window. The district should not reduce capacity unless an unforeseeable and significant change in circumstances makes the reduction necessary, such as a facilities issue or other material event affecting usable space. A school that has grade-level capacity should enroll an approved applicant without taking the capacity of a specialized program into consideration.

3.4 Documentation and Public Transparency

- Maintain occupancy reports, floor plans, instructional-space calculations, enrollment history, and seat-translation workpapers used to set capacity.
- Keep the methodology stable across all covered public schools and publish it in a manner families can find and understand.
- Archive annual capacity postings and any mid-cycle written explanations so the district can later show what was posted and when.
- Use Appendix B Forms 3–4 to document grade-level capacity calculations and annual postings in a consistent format.



Required standard:

The district must adopt and publish a uniform methodology for school capacity, base that methodology on one of the statutory space standards, publish grade-level capacity at least 90 days before accepting applications, and publish a written explanation at least 15 days before affected decisions if capacity is reduced during the application window. See Appendix C items 11–14.

4.0

Application Administration and Intake Controls



4.1 Annual Application Cycle

Application design should be family-facing, limited to the information necessary for lawful decision-making, and easy to administer consistently. The district should publish one clear annual open-enrollment process and distinguish it from any separate interdistrict or specialized-school process. The public posting should state the annual opening date, submission deadline, decision timeline, appeal route, and district contact information in one accessible location.

4.2 Access and Language Access

Application materials should be available through the district website and through school sites or district offices so families are not dependent on one access point. The district must make the application available in the five most common non-English languages identified by the Superintendent of Public Instruction and should provide related instructions, language assistance, or interpretation supports as required by law or district procedure.⁸ Appendix B Forms 1–2 provide the application and instructions in a format that supports consistent district use.

4.3 Required and Prohibited Application Content

Application may request	Application must not request or use
Student identity, parent or guardian contact information, and the current and requested school and grade.	Academic, artistic, or athletic ability, including grades, test scores, gifted status, portfolios, or tryout-type information.
Residency verification and only the information needed to confirm assigned-zone status or a lawful priority.	Participation or skill in extracurricular activities.
Lawful priority information written into district policy, including the statutory one-/two-star priority.	Disability status or English-learner status as a screening factor.

⁸ "(b) Ensure that any application of a school district for pupils to apply to attend a school outside the zone of attendance that the pupil is otherwise required to attend pursuant to paragraph (f) of subsection 2 is made available in the five most common languages other than English primarily spoken in households in this State as determined by the Superintendent of Public Instruction, which may include, without limitation, Spanish and Tagalog." N.R.S. § 338.040

Application may request	Application must not request or use
A limited discipline-eligibility question tied to the statutory suspension and expulsion rule.	A full discipline history beyond the limited statutory discipline screen.
A separate transportation-assistance request, if used, that is not part of placement review.	Transportation need, household information, or other data used to influence school placement outside lawful priorities.

4.4 Receipts, Late Applications, and Intake Controls

- Provide written or electronic confirmation that a timely application was received.
- If the district allows families to rank more than one requested school on a single application, describe that option in the local procedure and administer it consistently.
- If late applications are permitted, publish the late-application rule, waitlist treatment, and close date and apply the rule only after on-time applicants and required priorities have been handled.
- Keep transportation-assistance screening separate from school-placement review so transportation need does not affect the placement decision.



Required standard:

Applications may be required only for out-of-zone attendance, must have clearly published opening and deadline dates, and must not request or use prohibited selection factors. These requirements derive from NRS 388.040(4)–(5) and are traceable in Appendix C items 2–10 and items 20–21 for transportation-related separation and notice controls.

5.0

Selection Standards, Priorities, Lottery, and Waitlists



5.1 Prohibited Selection Factors

Open-enrollment decisions should be traceable, neutral, and capable of explanation from the published record. District forms, interviews, and review procedures should be designed so that prohibited factors cannot influence the decision. The district may apply the limited discipline exception permitted by law for a pupil who, in the current or immediately preceding school year, was suspended for ten or more days or expelled.⁹

5.2 Priority Order and Seat Assignment

Order	Placement stage	Operating rule
1	Required statutory priority	Give first priority to pupils who live in the zone of attendance of a public school that received one of the two lowest statewide accountability ratings in the immediately preceding school year.
2	Additional district priorities, if adopted	Apply only priorities that are lawful, written into district policy, and used consistently. They cannot override the required statutory priority.
3	General lottery ¹⁰	Use a random lottery or other determined method for remaining applicants when seats still exceed capacity after higher priorities are served.
4	Waitlist creation	Continue the draw to establish the waitlist order and move the waitlist strictly according to the published priority and draw order.

⁹ "5. The application process established by the board of trustees of a school district pursuant to subsection 4 must prohibit the consideration of any of the following factors in determining whether to approve an application: (a) The academic, artistic or athletic ability of a pupil; (b) The participation of a pupil in any extracurricular activity or the skill of a pupil in such an activity; (c) Whether a pupil is a pupil with a disability; (d) Whether a pupil is an English learner; (e) The address at which the pupil resides; or (f) Except as otherwise provided in this paragraph, whether a pupil has previously been subject to any disciplinary action. The board of trustees of a school district may deny the application of a pupil who, in the school year for which the application is submitted or in the immediately preceding school year, was suspended for 10 or more days or expelled." N.R.S. § 338.040

¹⁰ "(7) Include a method to determine which pupils to enroll in any grade level within a public school for which applications exceed

5.3 Lottery Administration

- Use a visible randomization method and separate staff roles so one person conducts the draw, one records the result, and one confirms the order.
- Use application numbers or student IDs during the lottery rather than reading student names aloud.
- Record the available seats, priority category, lottery numbers, draw order, seat offers, and resulting waitlist order by grade level.
- Retain the applicant list, lottery log, notices, and any minutes or recording according to district records practices. Appendix B Forms 8–9 provide model lottery tools.

5.4 Waitlist Administration

- Move the waitlist strictly in published order and document each offer, acceptance, declination, or rescission.
- Provide families with their initial waitlist position when the district elects to do so and keep the communication practice consistent.
- Use the denial, waitlist, and approval notices in Appendix B to ensure that all families receive uniform written information and next steps.



Required standard:

Policies must prohibit the use of academic, artistic, athletic, extracurricular, disability, English-learner, address, and most disciplinary factors, while giving first priority to pupils from one- and two-star zones when applications exceed capacity. A lawful lottery may be used for remaining oversubscription. See Appendix C items 5–10 and 22–23.

the capacity limits established pursuant to paragraph (c), which: (I) Must give priority to pupils who live in the zone of attendance for a public school that received, in the immediately preceding school year, one of the two lowest ratings of performance pursuant to the statewide system of accountability for public schools; and (II) Except as otherwise provided in sub-subparagraph (I), may include, without limitation, a lottery.” N.R.S. § 338.040

6.0

Transportation and Access



6.1 District Transportation Statement

Open enrollment does not by itself require the district to provide transportation for pupils attending outside their assigned zone¹¹. The board should make a clear district-level decision on whether transportation will be provided for out-of-zone open-enrollment students and should carry that decision consistently into the policy, application materials, approval notices, waitlist notices, and denial notices.

6.2 Transportation Assistance and Separate Administration

- State in every approval, waitlist, or denial notice whether transportation is provided, whether a separate assistance process is available, and when the family remains responsible for transportation arrangements.
- Keep any transportation-assistance request or grant-eligibility screening separate from school-placement review.
- When the district participates in a transportation-assistance or grant-supported process, align forms, attestations, and notices with then-current NDE guidance.

6.3 Students with Disability-Related Transportation Needs

If a pupil's IEP or Section 504 plan requires transportation as a related service, the district must provide transportation as required by applicable law. Transportation-assistance forms should allow families to identify accommodation or safety-related needs without converting that information into a placement screen.



Required standard:

The district must clearly state whether it provides transportation for out-of-zone open-enrollment students. If the district participates in a separate transportation-assistance process, that process should be coordinated under current guidance and must not be used to decide school placement. See Appendix C items 20–21.

¹¹ "4. If the board of trustees of a school district furnishes transportation pursuant to this section, the board of trustees may elect not to provide transportation to pupils who attend a public school outside the zone of attendance that the pupil is otherwise required to attend pursuant to paragraph (f) of subsection 2 of NRS 388.040." N.R.S. § 386.790.

7.0

Decisions, Appeals, and Family Communication



7.1 Decision Notices

- Approval notices should identify the school, grade, school year, acceptance deadline, enrollment next steps, and the transportation statement.
- Waitlist notices should identify the grade level requested and explain that later offers will be made in published order if seats become available.
- Denial notices should state the specific reason for denial rather than using a generic statement.
- Denial notices should identify a specific reason for denial, such as lack of available grade-level capacity after priorities and any lottery, ineligibility under the limited statutory discipline standard, submission after the published deadline, a request for a school excluded from the open-enrollment process, or another lawful reason identified by the district.
- If the district will rescind an unaccepted offer after a deadline, the notice should say so directly.

7.2 Enrollment Acceptance and Rescission Controls

Family communications should be prompt, specific, and aligned to the district's posted timelines. Approval, waitlist, and denial notices should use consistent district language and should identify next steps without requiring families to infer missing deadlines or procedures. The district should also identify how schools and offices will document acceptance, follow-up contact, and any seat release after the stated deadline.

7.3 Appeals

If an application is denied, or if no action is taken by the district's published decision date, the parent or legal guardian should be able to appeal¹² to the superintendent or the superintendent's designee through a written process with a defined filing deadline and decision timeline. The statutory appeal remains most workable when the initial denial is issued by an authorized designee rather than the superintendent. The superintendent's written appeal decision should identify whether the appeal is granted or denied and should state that the decision is final within the district.

7.4 Communication Expectations

Keep the same terminology, dates, and transportation statements across the policy, application, notices, website postings, and appeal materials. Provide contact information for family questions in every major public-facing document, and ensure translated materials and language assistance are available where required.

¹² "6. If an application to attend a public school outside the zone of attendance that a pupil is otherwise required to attend is denied or no action is taken on the application, the parent or legal guardian of the pupil may appeal the denial or lack of action to the superintendent of the school district and he or she shall promptly approve or deny the application. The decision of the superintendent of the school district is final." N.R.S § 338.040



Required standard:

Families must have a clear process to appeal a denial or lack of action to the district superintendent, and the superintendent's decision is final within the district. These requirements derive from NRS 388.040(6) and are traceable in Appendix C items 17–18.

8.0

Records, Reporting, Transparency, and Oversight



8.1 Public Information and Website Postings

- Maintain a dedicated open-enrollment webpage or equivalent public location for the policy, annual dates, application materials, capacity¹³ and vacancy postings, appeal instructions, transportation information, and a district contact.
- Archive webpage postings so the district can later show what families were told and when the information was published.
- Keep the same terminology and dates across the policy, application, notices, and website.

8.2 Records Retention

Record set	What to retain	Primary tools
Capacity records	Methodology, occupancy or instructional-space support, seat translation, enrollment history, and any mid-cycle change explanation.	Appendix B Forms 3–4
Applications and notices	Submitted applications, receipt confirmations, approval, denial, and waitlist notices, acceptance deadlines, and enrollment follow-up records.	Appendix B Forms 1–2, 5–7
Lottery and waitlist	Applicant lists by ID, lottery method, draw order, seat offers, waitlist movement, and any public script or minutes.	Appendix B Forms 8–9
Appeals	Appeal submissions, routing record, superintendent decision, and implementation notes after decision.	Appendix B Forms 11–12
Reporting and publication	Open-enrollment webpage captures, quarterly vacancy postings, annual report submissions, and communication archives.	Appendix A §11

¹³ "...If the capacity of a public school is reduced during the period in which the school district accepts such applications, the board of trustees shall ensure that, not later than 15 days before the earliest date on which decisions on such applications are to be made, there is published on the Internet website maintained by the school district a written explanation of the change in circumstances which necessitated the reduction in capacity." N.R.S. § 338.040

8.3 Annual Reporting

The district should prepare and submit the required annual report¹⁴ to the Superintendent of Public Instruction. At a minimum, the report should show the number of open-enrollment applications received, the number approved, the number denied, and the reason for each denial. Districts participating in transportation-assistance programs should also maintain separate records on requests, eligibility, service model, and related notices when those processes are used.

8.4 Monitoring and Corrective-Action Readiness

The district should be prepared to explain discrepancies between published capacity and actual enrollment, to show how lotteries were conducted, and to produce the record supporting each denial. Use Appendix C as the annual self-audit and agency-review tool.



Required standard:

The district must clearly state whether it provides transportation for out-of-zone open-enrollment students. If the district participates in a separate transportation-assistance process, that process should be coordinated under current guidance and must not be used to decide school placement. See Appendix C items 20–21.

¹⁴ "(g) Prepare and submit an annual report to the Superintendent of Public Instruction describing: (1) The number of applications to attend a public school outside the zone of attendance that a pupil is otherwise required to attend that were received by the school district and the number of such applications that were approved or denied; and (2) For each application that was denied, the reason the board of trustees of the school district denied the application." N.R.S. § 338.040

9.0

Adoption, Publication, and Annual Review



9.1 Annual Operating Cycle

Cycle stage	District action
Before annual publication	Assign the district owner for policy text, forms, website publication, translations, and record retention.
Capacity and application setup	Publish capacity, vacancies, application materials, deadlines, appeal information, and transportation statements on time.
Active application cycle	Receive applications, confirm receipt, apply priorities and lotteries as needed, issue notices, and preserve the record trail.
Post-decision administration	Manage acceptances, waitlists, appeals, and enrollment follow-up in the order and timelines stated in district materials.
Annual review	Use Appendix C to confirm that the district's policy, forms, notices, postings, and reporting controls still align and are current.

APPENDIX A.

POLICY TEMPLATES

Model board policy and related template language preserved for district customization.



Nevada District Open Enrollment Policy Template

Model board policy and procedures language

[\[+\] Download your editable & printable copies here](#)

Prepared for district customization:

Updated April 2026

How to use this template

- 1 Replace every **[highlighted bracketed placeholder]** before adoption.
- 2 Delete instructional notes and any optional bracketed clauses you do not use.
- 3 Sections labeled as optional or draft-dependent should be confirmed against the latest Nevada Department of Education guidance and any final regulation text before board adoption.
- 4 This template is designed as a starting point for districts and should receive legal review before adoption.

EXAMPLE

[DISTRICT NAME]

Policy No. **[POLICY NUMBER]** | Board Adoption Date: **[DATE]** | Effective Date: **[DATE]**

Customization checklist

Use this page as a working sheet while district staff finalize policy choices.

[+] Download your editable & printable copy here

District-specific item	Insert district choice	Completed
District name / policy number	[DISTRICT NAME]; [POLICY NUMBER]	<input type="checkbox"/>
Open enrollment webpage / contact	[URL]; [PHONE]; [EMAIL]	<input type="checkbox"/>
Application opening date	[DATE]	<input type="checkbox"/>
Annual application deadline	[DATE]	<input type="checkbox"/>
Decision notification date	[DATE OR TIMEFRAME]	<input type="checkbox"/>
Offer acceptance deadline	[DATE OR TIMEFRAME]	<input type="checkbox"/>
Late application rule	[describe waitlist / late application process or delete]	<input type="checkbox"/>
Appeal filing deadline	[NUMBER] business days	<input type="checkbox"/>
Appeal decision timeline	[NUMBER] business days	<input type="checkbox"/>
Capacity baseline method	[maximum building occupancy] [1 person per 40 square feet of instructional space] [Teaching Stations]	<input type="checkbox"/>
Transportation statement	[District does / does not provide transportation for out-of-zone open enrollment students]	<input type="checkbox"/>
Additional lawful priorities (optional)	[list or delete]	<input type="checkbox"/>



Draft-dependent choices to verify before adoption:

Optional additional priorities, instructional-teaching-station language, and some transportation-assistance process details appear in current draft materials but should be checked against the latest NDE-posted regulation text before final board action.

If the district plans to apply for or coordinate transportation assistance, confirm the current NDE grant guidance, eligibility rules, and any reimbursement cap language before publication.

[Insert District Header or Logo]

Model Open Enrollment Policy

[DISTRICT NAME] School District (the “District”) adopts the following policy and procedures governing attendance at a public school outside the zone of attendance that a pupil is otherwise required to attend.

[+] [Download your editable & printable copy here](#)

1. Purpose and Authority

This policy is intended to implement Nevada’s open enrollment requirements in a manner that is transparent, fair, and accessible to families.

This policy is adopted pursuant to NRS 388.040, NRS 386.790, Assembly Bill 533 (2025), Senate Bill 460 (2025), and any other applicable federal or state law, regulation, or Nevada Department of Education (“NDE”) guidance in effect at the time of implementation.

2. Definitions

“Open enrollment” means a pupil’s attendance at a public school outside the zone of attendance that the pupil is otherwise required to attend.

“Specialized school” means a magnet school, career and technical academy, or dual-enrollment high school, unless otherwise required by law.

“Capacity” means the grade-level capacity calculated and published by the District under Section 5 of this policy.

[Optional if used by the District and consistent with final regulation: “Instructional teaching station” means a distinct physical location designated for a pupil or a group of pupils to engage in learning tasks facilitated by a teacher or other school employee whose duties include rendering direct educational services to pupils.]

3. General Access Rules

All District public schools, except specialized schools that are exempt under law, shall be open to out-of-zone attendance through open enrollment, subject to grade-level capacity.

A pupil attending a District school through open enrollment shall not be charged tuition or fees due to transfer.

The District shall not require a pupil to submit an application unless the pupil is requesting to attend a public school outside the pupil’s assigned zone of attendance.

Once an open enrollment application is approved and the pupil enrolls, the pupil may permanently transfer to that school and remain there through the highest grade offered without submitting another annual application, subject to the same generally applicable student conduct, attendance, promotion, and graduation rules that apply to all enrolled pupils.

4. Application Process and Timelines

The Superintendent or designee shall publish each year the date on which the District will begin accepting open enrollment applications and the annual deadline by which applications must be submitted. For the **[SCHOOL YEAR]** cycle, the District will accept applications beginning **[DATE]** and ending **[DATE]**.

The District shall post the application, instructions, timelines, appeal information, and contact information on the District website at **[URL]** and make the same materials available through school sites and District offices.

The application shall be made available in the five most common non-English languages identified by the Superintendent of Public Instruction and shall be accompanied by language assistance or interpretation supports as required by law or District procedure.

The application shall request only the information necessary to identify the pupil, verify residency, identify the current and requested schools and grade levels, and apply any lawful priorities. The District **[will / will not]** allow families to rank more than one requested school on a single application.

The District shall provide a written or electronic confirmation of receipt for each timely application.

[Optional clause: The District will accept late applications after the annual deadline only as follows: [describe rule, waitlist treatment, and close date, or delete].]

5. Capacity Determination and Publication

The District shall adopt and use one uniform, publicly documented methodology for calculating the capacity of each public school for open enrollment purposes. The District's selected statutory baseline is: **[choose one: maximum building occupancy] or [an occupancy level of not more than 1 person per 40 square feet of instructional space].**

The District shall determine capacity for each grade level within each public school and publish that capacity on the District website not later than 90 days before the date on which the District begins accepting open enrollment applications.

The District shall also publish, on or before the first day of each calendar quarter, the number of vacancies for each grade level in each public school.

A grade-level capacity determination published for an application cycle shall not be reduced during the application window unless an unforeseeable and significant change in circumstances makes the reduction necessary, including a facilities issue. If capacity is reduced during the application period, the Board shall ensure that a written explanation of the change in circumstances is published on the District website not later than 15 days before the earliest date on which decisions on pending applications are to be made.

A school that has capacity at the pupil's grade level shall enroll an approved applicant without taking into consideration the capacity of any specialized program.

[Optional if consistent with final regulation: The District will translate the selected statutory capacity baseline into grade-level seats using the total number of instructional teaching stations and seats available for each instructional teaching station. If the District adopts a lower grade-level capacity than the total number of such seats would otherwise allow, the District shall maintain and, if required, submit a written explanation for the reduced capacity before using that reduced figure.]

6. Prohibited Selection Criteria

In determining whether to approve an application, the District shall not consider: (a) a pupil's academic, artistic, or athletic ability; (b) the pupil's participation in or skill in extracurricular activities; (c) whether the pupil is a pupil with a disability; (d) whether the pupil is an English learner; (e) the address at which the pupil resides, except as needed to verify residency or a lawful priority; or (f) the pupil's prior disciplinary history, except as provided in the next sentence.

The District may deny the application of a pupil who, in the school year for which the application is submitted or in the immediately preceding school year, was suspended for 10 or more days or expelled, as permitted by law.

District forms, interviews, and review procedures shall be designed so that prohibited factors are not requested, used, or allowed to influence decisions.

7. Priorities, Lottery, and Waitlist

If the number of applications for a grade level exceeds the published capacity for that grade level, the District shall first give priority to pupils who live in the zone of attendance for a public school that received, in the immediately preceding school year, one of the two lowest ratings of performance under the statewide accountability system.

If the number of priority applicants exceeds the number of available seats, the District shall conduct a random lottery among those priority applicants.

[Optional if permitted by final regulation and adopted by the District: After serving the required priority above, the District will apply the following additional lawful priorities before a general lottery: [list or delete].]

Except as otherwise provided by law or any lawful priority adopted by the District, remaining seats shall be assigned by random lottery **[other method as determined by the district]**. The District shall continue the lottery process as needed to create a waitlist in the order drawn.

The District shall maintain written procedures for lottery administration, waitlist movement, and record retention. Families **[will / will not]** be notified of the pupil's initial waitlist position.

8. Notice of Decision and Enrollment

The District shall provide written notice of approval, waitlist status, or denial by **[DATE OR TIMEFRAME]**.

An approval notice shall identify the school, grade, and deadline by which the family must accept the seat. If the family does not respond by the deadline stated in the notice, the District **[may rescind the offer / will contact the family one additional time before rescission]**.

If an application is approved, the District shall notify the pupil, the parent or legal guardian, and the principals of the schools involved in the transfer.

9. Transportation

Pursuant to NRS 386.790, the Board **[elects / does not elect]** to provide transportation to pupils who attend a public school outside the zone of attendance that the pupil is otherwise required to attend through open enrollment.

If transportation is not provided, the family is responsible for transportation to and from the school of attendance unless transportation is otherwise required by law or separately made available through a District or state-supported program.

If a pupil's IEP or Section 504 plan requires transportation as a related service, the District shall provide transportation as required by federal and state law.

[Optional transportation-assistance clause: The District will provide, at the time of application, a process for families to request available transportation assistance or reimbursement, identify special transportation needs, and make any attestations required by law or NDE guidance. This clause should be revised to match the latest NDE transportation-assistance materials if the District participates in that process.]

Every acceptance, waitlist, or denial notice shall clearly state whether transportation is provided, whether any assistance request process is available, and whether the family remains responsible for transportation arrangements.

10. Appeals

If an application is denied or no action is taken on the application by the District's published decision date, the parent or legal guardian may appeal the denial or lack of action to the Superintendent of the District or the Superintendent's designee by submitting a written appeal within **[NUMBER]** business days after the denial notice or the date on which notice should have been issued.

The Superintendent or designee shall promptly review the appeal and issue a written decision within **[NUMBER]** business days after receipt of the appeal. The decision of the Superintendent is final.

11. Public Information, Reporting, and Records

The District shall maintain an open enrollment webpage containing this policy, the annual application and deadline, capacity and vacancy postings, transportation information, appeal instructions, and contact information for family assistance.

The District shall prepare and submit an annual report to the Superintendent of Public Instruction by the date established by NDE describing: (a) the number of open enrollment applications received and the number approved or denied; and (b) for each denied application, the reason for the denial.

The District shall maintain records sufficient to demonstrate compliance with this policy, including capacity calculations, website postings, applications, notices, lottery records, waitlists, appeals, and annual reporting materials, in accordance with law and the District's records retention practices.

12. Delegation and Implementation

The Superintendent or designee is authorized to develop administrative procedures, forms, translations, notice templates, and implementation guidance consistent with this policy and applicable law.

If any provision of this policy is held invalid, the remaining provisions shall remain in effect to the extent permitted by law.

Policy Template Exhibit A. Sample Family Notices

These notice templates are examples for district adaptation and are not required verbatim language.
Remove this sentence before publication.

[+] [Download your editable & printable copy here](#)

A1. Application receipt / confirmation

Student: **[STUDENT NAME]** | Requested School: **[SCHOOL]** | Grade: **[GRADE]**

Thank you for submitting an open enrollment application to **[DISTRICT NAME]** School District. The District received your application on **[DATE]**.

The District will review the application under the District's published policy and will send a written decision no later than **[DATE OR TIMEFRAME]**.

Questions may be directed to **[CONTACT NAME]**, **[TITLE]**, at **[PHONE]** or **[EMAIL]**.

A2. Approval / seat offer

We are pleased to inform you that **[STUDENT NAME]** has been approved for open enrollment to attend **[SCHOOL]** in grade **[GRADE]** for the **[SCHOOL YEAR]** school year.

Please accept or decline this seat no later than **[DATE/TIME]**. If the District does not receive a response by that deadline, the District **[may rescind the offer / will follow the local practice stated in policy]**.

Transportation: **[insert district transportation statement]**.

For enrollment next steps, please contact **[CONTACT NAME / SCHOOL OFFICE]**.

A3. Waitlist notice

[STUDENT NAME] is currently on the waitlist for **[SCHOOL]**, grade **[GRADE]**, for the **[SCHOOL YEAR]** school year.

[Optional: The student's initial waitlist position is [NUMBER].]

If a seat becomes available, the District will contact you using the information on your application. Transportation information, if applicable, will be provided at the time of any offer.

A4. Denial notice with appeal rights

The District is unable to approve the application for **[STUDENT NAME]** to attend **[SCHOOL]** in grade **[GRADE]** for the following reason(s): **[SPECIFIC REASON]**.

You may appeal this denial, or any lack of action on the application, to the Superintendent of **[DISTRICT NAME]** School District by submitting a written appeal no later than **[NUMBER]** business days after this notice. Appeals may be submitted to **[EMAIL/ADDRESS/FORM LINK]**.

The Superintendent or designee will issue a written decision within **[NUMBER]** business days after the appeal is received. The Superintendent's decision is final.

If you have questions about the appeal process, please contact **[CONTACT NAME]** at **[PHONE]** or **[EMAIL]**.

Policy Template Exhibit B. Optional implementation notes for district staff (remove before adoption)

These notes are operational suggestions and are not intended to replace final legal review.

[\[+\] Download your editable & printable copy here](#)

- Consider posting, in one location, the District's policy, application, deadlines, capacity by grade, quarterly vacancies, transportation information, appeal instructions, and a family contact person.
- If the District uses a lottery, keep a written script, applicant list, draw order, and waitlist record for audit purposes.
- If the District participates in a transportation-assistance process, keep that request separate from the school-placement decision and update the language once final NDE materials are confirmed.
- Before final board action, confirm the latest NDE-posted regulation text and any updated transportation grant materials.

APPENDIX B.

SAMPLE FORMS AND NOTICES

These templates are written as practical starting points for Nevada school districts. Each form includes a clear authority line, preserves the statutory appeal structure, and follows best practices for readability, recordkeeping, and family communication. Districts should add local policy citations, branding, translation notices, and routing details before use.



Nevada District Open Enrollment Sample Forms and Notices

Administrator-reviewed forms for district implementation



These templates are written as practical starting points for Nevada school districts. Each form includes a clear authority line, preserves the statutory appeal structure, and follows best practices for readability, recordkeeping, and family communication. Districts should add local policy citations, branding, translation notices, and routing details before use.

[\[+\] Download your editable & printable copies here](#)

Prepared For:

Nevada school districts conducting open enrollment implementation

Primary authorities:

NRS 388.040; NRS 386.790; District Board Policy / Administrative Regulation

Included Forms:

Application; Instructions; Capacity Worksheet; Capacity Posting; Approval Letter; Initial Denial Notice; Waitlist Notice; Lottery Record; Lottery Procedure; Transportation Assistance Request; Appeal Form; Superintendent Appeal Decision Letter

[Insert District Header or Logo]

1. Open Enrollment Application

Authority: NRS 388.040; District Board Policy / Administrative Regulation _____

Use this form only when a pupil is requesting to attend a public school outside the zone of attendance the pupil is otherwise required to attend.

[\[+\] Download your editable & printable copy here](#)

School Year	
District	
Student Full Legal Name	
Date of Birth	
Student ID Number, if known	
Current Grade Level	
Current School	
Zoned / Assigned School	
Requested School	
Requested Grade Level	
Parent / Legal Guardian	
Relationship to Student	
Residential Address	
Mailing Address, if different	
Phone	
Email	
Preferred Language for Communication	

Residency Verification

Attach one district-approved proof of residency. Type submitted: _____

Statutory Priority Screening

Does the pupil live in the zone of attendance of a public school that received one of the two lowest ratings of performance in the immediately preceding school year? Yes No Unsure

Name of zoned school: _____

Optional District Priority Questions

Complete only if authorized by board policy. District policy reference: _____

Sibling preference adopted by district policy? Yes No

If yes, sibling name and school: _____

Discipline Eligibility Screen

Do not provide a full discipline history.

In the current school year, or the immediately preceding school year, was the pupil suspended for 10 or more days? Yes No

In the current school year, or the immediately preceding school year, was the pupil expelled? Yes No

If yes to either, identify school and date(s): _____

Transportation and Certification

If you wish to request transportation assistance, complete the separate Transportation Assistance Request Form. Transportation information is not used to approve or deny school placement.

I certify that the information provided is true and correct to the best of my knowledge. I understand that submitting this application does not guarantee placement and that approval decisions are based on grade-level capacity, statutory priorities, and district policy.

Signature of parent / legal guardian: _____ Date: _____

[Insert District Header or Logo]

2. Open Enrollment Application Instructions

Authority: NRS 388.040; District Board Policy / Administrative Regulation _____

Use this form only to request attendance at a public school outside the pupil's assigned zone of attendance.

[+] [Download your editable & printable copy here](#)

The district will accept applications from [opening date] through [deadline].

Submit the form by online portal, email, mail, or in person at: _____.

Attach one approved proof of residency.

Do not submit grades, test scores, gifted records, athletic records, disability records, English learner records, or a full discipline history.

If applications exceed available seats at a grade level, the district will apply the required statutory priority first, any lawful board-adopted priorities next, and a lottery if needed.

Families will receive written notice of approval, denial, or waitlist status by [date].

If the application is denied or receives no action, the parent or legal guardian may appeal to the Superintendent using the district appeal form by [deadline].

If approved and the pupil enrolls, annual reapplication is not required for continued attendance through the highest grade offered at that school.

Language assistance: translated application materials and interpretation are available at _____.



Administrative best practice: publish the application window, point of contact, and translated instructions in the same place as the annual capacity posting to reduce avoidable appeals and incomplete applications.

[Insert District Header or Logo]

3. Open Enrollment Grade-Level Capacity Worksheet

Authority: NRS 388.040(4)(c) and (f); District Board Policy / Administrative Regulation _____

[+] Download your editable & printable copy here

School	
School Year	
Prepared By	
Date Prepared	

School Eligibility

School subject to open enrollment process? Yes No

If no, identify exempt school type: Magnet school Career and technical academy Dual-enrollment high school Other lawful exemption

Statutory Baseline Method

Method used: Maximum building occupancy Not more than 1 person per 40 square feet of instructional space

Supporting documents attached: Fire / building occupancy report Instructional space calculation Other supporting materials

Grade-Level Capacity Translation

Grade	Teaching Stations	Seats per Station	Grade-Level Capacity	Current Enrollment Snapshot	Seats Available for Open Enrollment
K					
1					
2					
3					

Grade	Teaching Stations	Seats per Station	Grade-Level Capacity	Current Enrollment Snapshot	Seats Available for Open Enrollment
4					
5					
6					
7					
8					
9					
10					
11					
12					

Specialized Programs and Mid-Cycle Change

Certification: Open-enrollment approval and denial decisions are based on grade-level school capacity and not on the capacity of a specialized program.

If capacity is reduced after publication, identify board action date and explain the unforeseeable significant change in circumstances: _____

Certification signature: _____ **Date:** _____

[Insert District Header or Logo]

4. Annual Open Enrollment Grade-Level Capacity Posting

Authority: NRS 388.040; District Board Policy / Administrative Regulation _____

[+] Download your editable & printable copy here

District	
School Year	
Posted On	
Application Window	

School	Eligible for Open Enrollment?	Grade	Annual Grade-Level Capacity	Seats Available for Open Enrollment	Posted Date

Required Notice Language

This posting reflects annual grade-level capacity for the district's open-enrollment cycle.

Capacity is calculated using the district's uniform public methodology.

Capacity generally will not be reduced during the application window except for an unforeseeable significant change in circumstances, with the required public explanation.

Quarterly vacancy counts are posted separately as required by law.

Questions: _____

[Insert District Header or Logo]

5. Superintendent Approval Letter

Authority: NRS 388.040; District Board Policy / Administrative Regulation _____

[+] Download your editable & printable copy here

Date	
Parent/Legal Guardian	
Address	
Student	
School Year	

Dear [Parent/Legal Guardian Name]:

I am pleased to inform you that the District has approved your open-enrollment application for [Student Name] to attend [School Name] in Grade [__] for the [20__–20__] school year.

This approval was made under the District’s open-enrollment policy and the requirements of Nevada law governing attendance at a public school outside the pupil’s assigned zone of attendance. The approval is based on the availability of grade-level capacity and the District’s posted procedures.

Next Steps

Please confirm acceptance of this seat by [date] and complete enrollment / registration by [date]. If the District does not receive your acceptance by that deadline, the seat may be released in accordance with District policy.

Transportation

Transportation for a pupil attending a school outside the assigned zone is: Provided by the District
 Not provided by the District Available only through a separate assistance review, if eligible

If transportation is not provided by the District, the family remains responsible for transportation unless separate assistance is approved.

Continued Enrollment

Once your student enrolls under this approval, annual reapplication is not required for continued attendance through the highest grade offered at this school, subject to District policy and applicable law.

If you have questions, please contact [name / title / phone / email].

Sincerely,

[Superintendent Name]

District Superintendent

[Insert District Header or Logo]

6. Initial Open Enrollment Denial Notice

Authority: NRS 388.040; District Board Policy / Administrative Regulation _____

Administrative note: the initial denial should be issued by the district's authorized designee so the statutory appeal to the Superintendent remains available.

[+] Download your editable & printable copy here

Date	
Parent/Legal Guardian	
Address	
Student	
School Year	

Dear [Parent/Legal Guardian Name]:

The District has completed its initial review of your open-enrollment application for [Student Name] to attend [School Name], Grade [___], for the [20__–20__] school year.

At this stage, the application is denied for the following reason:

- No available grade-level capacity at the requested school after application of required priorities and any lottery conducted under District policy
- The pupil is ineligible under the discipline standard authorized by law because, in the current or immediately preceding school year, the pupil was suspended for 10 or more days or expelled
- The application was submitted after the published deadline and cannot be processed under the District's posted late-application rules
- The requested school is not processed through this open-enrollment procedure because it is a magnet school, career and technical academy, or dual-enrollment high school
- Other lawful reason: _____

Right to Appeal

If you disagree with this initial decision, you may appeal to the District Superintendent.

Appeal Deadline	
Appeal Submission Method(s)	
Appeal Form / Location	
Contact for Appeal Questions	

Sincerely,

[Superintendent Name]

District Superintendent

[Insert District Header or Logo]

7. Open Enrollment Waitlist Notice

Authority: District Board Policy / Administrative Regulation _____

Administrative note: the initial denial should be issued by the district's authorized designee so the statutory appeal to the Superintendent remains available.

[+] Download your editable & printable copy here

Date	
Parent/Legal Guardian	
Address	
Student	
School Year	

Dear [Parent/Legal Guardian Name]:

Thank you for submitting an open-enrollment application for [Student Name] to attend [School Name], Grade [___], for the [20__–20__] school year.

At this time, the requested grade level is full. Your student has been placed on the waitlist.

Initial Waitlist Position	
Priority Category, if applicable	
Date Waitlist Established	

If a seat becomes available, the District will make offers in accordance with its posted priorities, lottery results, and waitlist procedures. Please notify the District promptly if your contact information changes.

Transportation information, if later offered admission, will be provided with any offer notice.

Sincerely,

[Name / Title]

[Insert District Header or Logo]

8. Open Enrollment Lottery Record Sheet

Authority: NRS 388.040; District Board Policy / Administrative Regulation _____

[+] Download your editable & printable copy here

School Year	
District	
Student Full Legal Name	
Date of Birth	

Published Seat Information

Annual Grade-Level Capacity	
Seats Available for Open Enrollment	

Oversubscription Review

Number of Statutory-Priority Applicants	
Number of General Applicants	

Lottery Method and Staff Roles

Method used: Certified random number generator Numbered balls / tickets Other

Lottery Lead	
Drawer / Operator	
Recorder	
Witness / Observer	

Applicant Record (use application IDs only)

Application ID	Category	Lottery Number	Draw Order	Seat Offered?	Waitlist Position

Certification signature(s): _____

[Insert District Header or Logo]

9. Exemplar District Lottery Procedure

Authority: NRS 388.040; District Board Policy / Administrative Regulation _____

[+] Download your editable & printable copy here

1. Confirm the school is subject to the district's open-enrollment process.
2. Confirm the published grade-level capacity and seats available for the cycle.
3. Separate applicants into required statutory-priority applicants, any lawful additional priority categories written into board policy, and general applicants.
4. Offer seats to all applicants in a category if the number of applicants does not exceed available seats.
5. If oversubscribed within a category, assign a unique application ID or lottery number to each applicant.
6. Conduct the lottery using the district's approved random method.
7. Record results by application ID only.
8. Offer available seats in draw order.
9. Continue drawing to establish full waitlist order.
10. Retain the applicant list, lottery log, notices, and any minutes or recording according to district records policy.



Suggested public script: "Today the district is conducting the open-enrollment lottery for [school / grade]. Available seats were posted in advance according to district policy. Applications are processed first by statutory priority, then by any additional lawful priorities in policy, and then by random lottery where needed. Student names will not be read aloud; application IDs will be used to protect privacy."

[Insert District Header or Logo]

10. Transportation Assistance Request

Authority: NRS 386.790; NRS 388.040; District Policy / Administrative Regulation _____

This form is separate from school-placement review. Submission of this form does not guarantee transportation assistance.

[+] Download your editable & printable copy here

Student Name	
Approved / Pending School Placement At	
Grade	
Parent / Legal Guardian	
Address	
Phone	
Email	

Requested Type of Assistance

District-arranged transportation Reimbursement Public transit support Other

Transportation Need

What transportation barrier prevents reliable attendance at the requested school?

Does the pupil have an accommodation need related to mobility, safety, an IEP, a Section 504 plan, or another documented transportation need? Yes No

If yes, describe the transportation accommodation needed. Do not include a diagnosis unless specifically requested by the district office responsible for transportation services.

Has the pupil previously attended a school outside the zone of attendance without transportation assistance? Yes No

Attestations

- The pupil lives in the zone of attendance of a school that received one of the two lowest ratings of performance in the immediately preceding school year.
- The pupil does not have another viable means of transportation that reliably gets the pupil to and from school.
- The information provided is true and correct.

Signature: _____ **Date:** _____

[Insert District Header or Logo]

II. Open Enrollment Appeal Form

Authority: NRS 388.040(6); District Board Policy / Administrative Regulation _____

Use this form to appeal a denial or lack of action.

[+] Download your editable & printable copy here

Student Name	
Parent / Legal Guardian	
Requested School	
Requested Grade	

Appealed Decision

Initial denial dated: _____ No action by the district as of: _____

Basis for Appeal

Complete Explain why you believe the decision should be reversed or reconsidered:

Requested Relief and Attachments

Approve the application Other: _____

List any supporting documents attached: _____

Published Seat Information

Appeal Deadline	
Submit To	
Method(s)	

Signature of parent / legal guardian: _____ **Date:** _____

District Use Only: Date received: _____ Appeal decision due: _____

Routed to Superintendent / designee on: _____

[Insert District Header or Logo]

12. Superintendent Appeal Decision Letter

Authority: NRS 388.040(6); District Board Policy / Administrative Regulation _____

[+] Download your editable & printable copy here

School Year	
District	
Student Full Legal Name	
Date of Birth	
Student ID Number, if known	

Dear [Parent/Legal Guardian Name]:

I have reviewed your appeal regarding the District's open-enrollment decision for [Student Name] to attend [School Name], Grade [__], for the [20__–20__] school year.

After review of the application, the initial decision, the appeal materials, and the District's posted procedures, I hereby issue the following decision:

- APPEAL GRANTED — The application is approved. Please complete enrollment / registration by [date]. Transportation information is enclosed or will be provided separately.
- APPEAL DENIED — The application remains denied for the following reason:

This decision is the final district decision on the appeal.

If you have questions regarding implementation of this decision, please contact [name / title / contact].

Sincerely,

[Superintendent Name]

District Superintendent

APPENDIX C.

COMPLIANCE REFERENCE INDEX

This appendix acts as a compliance checklist for districts. Each row identifies the requirement, the primary authority reflected in the source set, the location in the consolidated handbook where the requirement is addressed, and the appendix resource that supports implementation.



Appendix C. Compliance Reference Index

This appendix acts as a compliance checklist for districts. Each row identifies the requirement, the primary authority reflected in the source set, the location in the consolidated handbook where the requirement is addressed, and the appendix resource that supports implementation.

Area	Requirement	Authority	Handbook	Appendix
Policy	District has adopted policies and procedures governing attendance outside the assigned zone.	NRS 388.040(4)(a)	Sections 1 and 2	Appendix A §1-2
Policy	Out-of-zone application materials are available in the five most common non-English languages identified by the Superintendent of Public Instruction.	NRS 388.040(4)(b)	Sections 2 and 4	Appendix A §4 Appendix B Forms 1-2
Application	Applications are required only when a pupil seeks to attend a school outside the assigned zone.	NRS 388.040(5)	Sections 1, 2, and 4	Appendix A §§3-4 Appendix B Form 1
Application	The district publishes the annual opening date and submission deadline for applications.	NRS 388.040(4)	Section 4	Appendix A §4 Appendix B Form 2
Application	The policy prohibits consideration of academic, artistic, or athletic ability.	NRS 388.040(5)	Sections 4 and 5	Appendix A §6 Appendix B Forms 1-2
Application	The policy prohibits consideration of extracurricular participation or skill.	NRS 388.040(5)	Sections 4 and 5	Appendix A §6 Appendix B Forms 1-2
Application	The policy prohibits consideration of disability status as a placement factor.	NRS 388.040(5)	Sections 4, 5, and 6	Appendix A §6 Appendix B Forms 1 and 10
Application	The policy prohibits consideration of English learner status as a placement factor.	NRS 388.040(5)	Sections 4 and 5	Appendix A §6 Appendix B Forms 1-2
Application	The policy prohibits consideration of home address except as needed for residency verification or a lawful priority.	NRS 388.040(5)	Sections 4 and 5	Appendix A §§4 and 6 Appendix B Form 1
Application	The policy prohibits consideration of disciplinary history except for the limited suspension/expulsion rule allowed by law.	NRS 388.040(5)	Sections 4 and 5	Appendix A §6 Appendix B Form 1
Capacity	The district has adopted and published a uniform methodology for calculating school capacity.	NRS 388.040(4)(f)	Section 3	Appendix A §5 Appendix B Forms 3-4
Capacity	Capacity is based on maximum building occupancy or no more than one person per forty square feet of instructional space.	NRS 388.040(4)(f)	Section 3	Appendix A §5 Appendix B Form 3

Area	Requirement	Authority	Handbook	Appendix
Capacity	Grade-level capacity figures are published at least ninety days before the district begins accepting applications.	NRS 388.040(4)(c)	Section 3	Appendix A §5 Appendix B Form 4
Capacity	If capacity is reduced during the application window, a written justification is published at least fifteen days before decisions are made.	NRS 388.040(4)(c)	Section 3	Appendix A §5 Appendix B Forms 3-4
Enrollment	All non-specialized public schools are open to transfers subject to capacity.	NRS 388.040(2)	Sections 1 and 2	Appendix A §3
Enrollment	Approved applicants may remain at the school without annual reapplication through the highest grade offered.	NRS 388.040	Sections 1 and 2	Appendix A §3 Appendix B Form 5
Appeals	Families have a clear process to appeal a denial or lack of action.	NRS 388.040(6)	Section 7	Appendix A §10 Appendix B Form 11
Appeals	Appeals are reviewed and decided by the district superintendent or designee under the district's appeal procedure.	NRS 388.040(6)	Section 7	Appendix A §10 Appendix B Form 12
Reporting	The district submits the annual report to the Superintendent of Public Instruction, including approvals, denials, and denial reasons.	NRS 388.040(g)	Section 8	Appendix A §11
Transportation	The district clearly states whether it provides transportation for out-of-zone open enrollment students.	NRS 386.790(4)	Section 6	Appendix A §9 Appendix B Forms 5-7
Transportation	If the district participates in transportation assistance or grant coordination, that process is separately administered and aligned to current guidance.	NRS 386.790(4) and current guidance	Sections 4 and 6	Appendix A §9 Appendix B Form 10
Prioritization	Policy gives first priority to pupils from the zones of schools receiving one of the two lowest performance ratings in the immediately preceding year.	NRS 388.040(7)	Section 5	Appendix A §7 Appendix B Form 1
Prioritization	A lottery is used when applications exceed capacity after higher priorities are served.	NRS 388.040(7)	Section 5	Appendix A §7 Appendix B Forms 8-9



Appendix reference:

Use this index as the annual self-audit worksheet after the district sets annual dates and republishes capacity, forms, notices, and website materials.