



Administrative Procedure 5053

ENROLLMENT: STUDENTS WHO LEAVE WCSD TO ENROLL IN A TREATMENT FACILITY IN NEVADA

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure describes the enrollment process used when a student who is enrolled in a school within Washoe County School District ("District" or "WCSD") leaves to enroll in a treatment facility in Nevada.

PROCEDURE

1. WCSD receives funding from the State of Nevada based on average daily enrollment (ADE) of students.
2. In accordance with state law (SB344 of 2013), licensed treatment facilities in Nevada are eligible to receive reimbursement for the ADE in which a student is a patient or resident in the treatment facility.
3. WCSD shall pay the amount allocated by the state for the student's ADE who were in enrolled in WCSD while also enrolled in a treatment facility in Nevada (e.g. West Hills Behavioral Health Hospital, Willow Springs Center, Montevista Hospital, Koinonia)
 - a. Such a treatment facility is considered a private school under state law. Therefore, such dual enrollment is not a violation of Nevada Administrative Code (NAC) 387.200 which does not allow a student to be enrolled in more than one public school at a time.
4. In order to recoup those funds, the following procedure must be followed by WCSD school staff.
 - a. When student leaves WCSD to enroll in the treatment facility:
 - i. Student remains enrolled using enrollment code E1.
 - ii. Student's courses are end dated as of the date the student enrolls in the facility.
 - iii. Student is then given a full academic load of Alt Placement:
 1. Elementary School: 013E Alt Placement
 2. Middle School: 833 Alt Placement
 3. High School: 9977 Alt Placement
 - iv. SB344 of 2013 is noted in the enrollment comments.

- v. Student's attendance is marked AEL (Alternative Educational Location).
- b. When student returns to WCSD after being in the treatment facility:
 - i. Student remains enrolled using enrollment code E1.
 - ii. Student's Alt Placement courses are end dated as of the date before the student comes back to the WCSD school.
 - iii. Student is provided with a new schedule with a full academic load unless an IEP or 504 dictates otherwise.
 - iv. Student's attendance is marked AEL only up to the point of the day before the student's return to the WCSD school.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure complies with the District's strategic plan and aligns/complies with the governing documents of the District.
- 2. This Administrative Procedure complies with Nevada state laws and regulations, to include:
 - a. NRS 387.1225, Reimbursement to hospital or other facility that provides residential treatment to children and operates licensed private school; request for and amount of reimbursement.

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
9/12/2018	1.0	Adopted