



Equity for all students to achieve their full potential



Tribal Consultation

PART 3 - DOCUMENTING CONSULTATION

Office of Indian Education
February 2021

3-Part Series

Part 1: The Basics

Part 2:
Meaningful
Consultation

Part 3:
Documenting
Consultation



Documenting Federal Compliance

Section 8538 of P.S. 114-95 states:

(b) DOCUMENTATION—Each affected local educational agency shall maintain in the agency's records and provide to the State educational agency a written affirmation signed by the appropriate officials of the participating tribes or tribal organizations approved by the tribes that the consultation required by this section has occurred. If such officials do not provide such affirmation within a reasonable period of time, the affected local educational agency shall forward documentation that such consultation has taken place to the State educational agency.



AFFIRMATION OF CONSULTATION WITH TRIBAL REPRESENTATIVES

For School Year Ending June 30, _____

Each affected Local Educational Agency (LEA) shall maintain in the agency's records and provide to the Arizona Department of Education a written affirmation signed by the appropriate officials of the participating tribes that the consultation required by Section 8538 of the Every Student Succeeds Act (ESSA), Public Law 114-95 has occurred. To ensure **timely and meaningful** consultation on issues affecting American Indian and Alaska Native students, an affected LEA shall consult with **appropriate officials** from Indian tribes located in the area served by the LEA **prior to** the LEA's submission of a required plan or application for a covered program under this Act. Such consultation shall be done in a manner that provides the opportunity for Indian tribes to **meaningfully and substantively contribute** to such plan.

- Check if the tribe/tribal organization has not responded to LEA's due diligence attempts for consultation.
 (LEA must retain evidence for compliance monitoring) List dates & methods used: 1) _____
 2) _____ 3) _____

Select all program addressed during consultation:		Title I-A	Title I-C	Title I-D
Title II-A	Title III-A	Title IV-A	Title IV-B	Title V-B, Subpart 2
Other (specify): _____				

- Tribal Opt-Out Option: WE HAVE been contacted by the LEA listed below and choose not to participate in consultation for this school year

WE AGREE that timely and meaningful consultation occurred before the LEA made any decision affecting the participation of our tribal students in any programs the LEA is operating under ESSA Section 8538.

WE AGREE that we have participated in meaningful and timely consultation prior to the LEA's submission of a required plan or application for a covered program under this Act or for a program under Title VI of this Act.

WE AGREE to continue collaboration throughout implementation of the covered program plan and assess the associated services provided. List future meeting dates for plan review: _____

Name of LEA: _____
 LEA Superintendent: _____ Phone: _____
 LEA ESSA Coordinator: _____ Phone: _____
 Email: _____

Name of Tribe/Organization: _____
 Address: _____
 Tribal Representative: _____ Phone: _____
 Email: _____
 Tribal Representative: _____ Phone: _____
 Email: _____

Note: If necessary, list additional representatives on a second page and upload.

SIGNATURES:

 Signature of Public School Superintendent or designee (required even if no response to requests for consultation) _____ Date

 Tribal Official or Tribal Organization Official Signature _____ Date

- Authority to Represent the Tribe: I acknowledge I have the authority to sign on behalf of the Tribe

Completed forms are to be uploaded in GME under the LEA Document Library.
 1/4/2021

Affirmation of Consultation





AFFIRMATION OF CONSULTATION WITH TRIBAL REPRESENTATIVES

For School Year Ending June 30, _____

Each affected Local Educational Agency (LEA) shall maintain in the agency's records and provide to the Arizona Department of Education a written affirmation signed by the appropriate officials of the participating tribes that the consultation required by Section 8538 of the Every Student Succeeds Act (ESSA), Public Law 114-95 has occurred. To ensure timely and meaningful consultation on issues affecting American Indian and Alaska Native students, an affected LEA shall consult with appropriate officials from Indian tribes located in the area served by the LEA prior to the LEA's submission of a required plan or application for a covered program under this Act. Such consultation shall be done in a manner that provides the opportunity for Indian tribes to meaningfully and substantively contribute to such plan.

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Select all programs addressed during consultation:		Title I-A	Title I-C	Title I-D
Title II-A	Title III-A	Title IV-A	Title IV-B	Title V-B, Subpart 2
Title VI-A Subpart 1				
Other (specify): _____				

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 LEA Superintendent: _____ Phone: _____
 LEA ESSA Coordinator: _____ Phone: _____
 Email: _____

Name of Tribe/Organization: _____
 Address: _____
 Tribal Representative: _____ Phone: _____
 Email: _____
 Tribal Representative: _____ Phone: _____
 Email: _____

Note: If necessary, list additional representatives on a second page and upload.

SIGNATURES:

Signature of Public School Superintendent or designee (required even if no response to requests for consultation) _____ Date _____

Tribal Official or Tribal Organization Official Signature _____ Date _____

- Authority to Represent the Tribe: I acknowledge I have the authority to sign on behalf of the Tribe

Completed forms are to be uploaded in GME under the LEA Document Library



AFFIRMATION OF CONSULTATION WITH TRIBAL REPRESENTATIVES

1 For School Year Ending June 30, _____

2 *Each affected Local Educational Agency (LEA) shall maintain in the agency's records and provide to the Arizona Department of Education a written affirmation signed by the appropriate officials of the participating tribes that the consultation required by Section 8538 of the Every Student Succeeds Act (ESSA), Public Law 114-95 has occurred. To ensure timely and meaningful consultation on issues affecting American Indian and Alaska Native students, an affected LEA shall consult with appropriate officials from Indian tribes located in the area served by the LEA prior to the LEA's submission of a required plan or application for a covered program under this Act. Such consultation shall be done in a manner that provides the opportunity for Indian tribes to meaningfully and substantively contribute to such plan.*

3 Check if the tribe/tribal organization has not responded to LEA's due diligence attempts for consultation. (LEA must retain evidence for compliance monitoring) List dates & methods used: 1) _____, 2) _____, 3) _____

Select all programs addressed during consultation:

4 Title II-A Title III-A Title IV-A Title IV-B Title V-B, Subpart 2 Title VI-A Subpart 1

Other (specify): _____

5 Tribal Opt-Out Option: WE HAVE been contacted by the LEA listed below and choose not to participate in consultation for this school year

AFFIRMATION OF CONSULTATION WITH TRIBAL REPRESENTATIVES

1

For School Year Ending June 30, _____

2

Each affected Local Educational Agency (LEA) shall maintain in the agency's records and provide to the Arizona Department of Education a written affirmation signed by the appropriate officials of the participating tribes that the consultation required by Section 8538 of the Every Student Succeeds Act (ESSA), Public Law 114-95 has occurred. To ensure timely and meaningful consultation on issues affecting American Indian and Alaska Native students, an affected LEA shall consult with appropriate officials from Indian tribes located in the area served by the LEA prior to the LEA's submission of a required plan or application for a covered program under this Act. Such consultation shall be done in a manner that provides the opportunity for Indian tribes to meaningfully and substantively contribute to such plan.

- Check if the tribe/tribal organization has not responded to LEA's due diligence attempts for consultation.
(LEA must retain evidence for compliance monitoring) List dates & methods used: 1) _____,
2) _____, 3) _____

Select all programs addressed during consultation:

	Title I-A	Title I-C	Title I-D		
Title II-A	Title III-A	Title IV-A	Title IV-B	Title V-B, Subpart 2	Title VI-A Subpart 1

Other (specify): _____

- Tribal Opt-Out Option: WE HAVE been contacted by the LEA listed below and choose not to participate in consultation for this school year

DOCUMENTATION.—Each affected local educational agency shall maintain in the agency's records and provide to the State educational agency a written affirmation signed by the appropriate officials of the participating tribes or tribal organizations approved by the tribes that the consultation required by this section has occurred. If such officials do not provide such affirmation within a reasonable period of time, the affected local educational agency shall forward documentation that such consultation has taken place to the State educational agency.

Indian Education

REPRESENTATIVES

Each affected local educational agency (LEA) shall maintain in the agency's records and provide to the Arizona Department of Education a written affirmation signed by the appropriate officials of the participating tribes that the consultation required by Section 8538 of the Every Student Succeeds Act (ESSA), Public Law 114-95 has occurred. To ensure timely and meaningful consultation on issues affecting American Indian and Alaska Native students, an affected LEA shall consult with appropriate officials from Indian tribes located in the area served by the LEA prior to the LEA's submission of a required plan or application for a covered program under this Act. Such consultation shall be done in a manner that provides the opportunity for Indian tribes to meaningfully and substantively contribute to such plan.

Check if the tribe/tribal organization has not responded to LEA's due diligence attempts for consultation. (LEA must retain evidence for compliance monitoring) List dates & methods used: 1) _____,

Check if the tribe/tribal organization has not responded to LEA's repeated, good-faith attempts (3) for consultation. (Retain evidence for compliance monitoring) List dates & methods used: 1) _____, 2) _____, 3) _____

Tribal Opt-Out Option: WE HAVE been contacted by the LEA listed below and choose not to participate in consultation for this school year

3



AFFIRMATION OF CONSULTATION WITH TRIBAL REPRESENTATIVES

For School Year Ending June 30, _____

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- Check if the tribe/tribal organization has not responded to LEA's due diligence attempts for consultation.

(LEA must retain evidence for compliance monitoring) List dates & methods used: 1) _____

2) _____, 3) _____

Select all programs addressed during consultation:

Title I-A

Title I-C

Title I-D

4

Title II-A

Title III-A

Title IV-A

Title IV-B

Title V-B, Subpart 2

Title VI-A Subpart 1

Other (specify): _____

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AFFIRMATION OF CONSULTATION WITH TRIBAL REPRESENTATIVES

For School Year Ending June 30, _____

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7

Name of LEA: _____

LEA Superintendent: _____ **Phone:** _____

LEA ESSA Coordinator: _____ **Phone:** _____

Email: _____

Name of Tribe/Organization: _____

Address: _____

Tribal Representative: _____ **Phone:** _____

Email: _____

Tribal Representative: _____ **Phone:** _____

Email: _____

Note: If necessary, list additional representatives on a second page and upload.

SIGNATURES:

Signature of Public School Superintendent or designee (required even if no response to requests for consultation)

Date

Tribal Official or Tribal Organization Official Signature Date

Authority to Represent the Tribe: I acknowledge I have the authority to sign on behalf of the Tribe

8

9

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1/4/2021



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1/4/2021



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Date

Tribal Official or Tribal Organization Official Signature Date

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Con

1/4/2



Grant Management Enterprise (GME)



Welcome to Grants Management

GMM
Grants Management

- Welcome to Grants Management ▾
- Technology Team ▾
- Training Team ▾
- Fiscal Processing Team ▾
- Fiscal Monitoring Team ▾
- Risk Assessment
- Guidance and Regulations ▾
- Training and Resources ▾
- Forms and Communication ▾

<https://www.azed.gov/grants-management>

Grants Management may also be contacted via the [ADE Help Desk](#). ADE Help Desk is an easy-to-use, self-service portal, and requires a one-time registration via <https://helpdeskexternal.azed.gov>. Please refer to this [video tutorial](#) or read the [training document](#) to learn more about using the ADE Help Desk system. If additional assistance is needed regarding ADE Help Desk registration, please contact the ADE Constituent Services team at questions@azed.gov or (602) 542-7378.

ASSISTANCE

OFFICE OF INDIAN EDUCATION

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 - Tribal Policy Specialist
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- Email – IndianEducation@azed.gov
- Website - <https://www.azed.gov/oie/>

