

Suggested Consultation Timeline
for Equitable Services for LEA and Private Schools

Month	LEA Activity	Legal Basis
<p>November/December in preparation for the next school year</p>	<p>Obtain complete list of all private schools with students who are residents of the LEA.</p> <p>Meet with private school officials to review the timeline and consultation process. Establish a consultation calendar and procedures for collecting poverty data (i.e. data on low-income families).</p>	<p>LEA uses a list to ask all private school officials if they want their eligible students to participate in Title I the next school year.</p> <p>See §1120(a) of the Elementary and Secondary School Act.</p>
<p>December through February in preparation for the next school year</p>	<p>Obtain from principals or a central office serving a group of private schools the following poverty data (as appropriate) on private school students:</p> <ul style="list-style-type: none"> • Same poverty measure used to count public school students, which is usually free and reduced-priced lunch; • Survey of private school parents asking for income data, address, and grade level of children from which the LEA must extrapolate these data; • Alternative poverty data such as scholarships, Temporary Aid to Needy families, Medicaid, etc. <p style="text-align: center;">~or~</p> <ul style="list-style-type: none"> • Decide through consultation to use proportionality. 	<p>Private school students from low-income families who live in Title I participating public school attendance areas generate funds for instructional services.</p> <p>See §1120(c)(1) & §200.78(a)(2) of the Title I regulation</p>
<p>February/March in preparation for the next school year</p>	<p>Determine the multiple, educationally related, objective criteria to be used to select eligible students (educationally needy students who reside in Title I attendance areas) in consultation with private school officials.</p> <p>Obtain from private school officials lists of names, addresses, and grades of private school students who meet the criteria.</p> <p>From these lists, select for Title I services, those students most at-risk of failing, as decided in consultation.</p> <p>Discuss with private school officials the needs of selected students, appropriate Title I services to serve those needs, and location of services.</p> <p>Design services that meet participants' needs</p>	<p>See §1120(b)(1)(f) & (2) and §200.64(a).</p>

	<p>based on consultation, using the estimated amount of funds generated by private school students from low-income families, and the equitable share of funds reserved for districtwide instructional activities.</p> <p>Determine with private school officials the standards and annual assessments for measuring progress of the Title I program.</p> <p>Define annual progress. Determine criteria for making program modifications when annual progress is not achieved.</p> <p>Assess the achievement of the current year's program using the standards previously agreed upon last year.</p> <p>After appropriate consultation, make modifications to next year's Title I program, if annual progress has not been met.</p> <p>Complete and submit the Affirmation of Consultation form in the Related Docs section of ESEA Consolidated grant application.</p> <p>Match addresses of private school students from low-income families to participating public school attendance areas.</p> <p>Estimate the amount of funds generated for instruction using the same estimated per-pupil amount as that used for public school students in participating public school attendance areas.</p> <p>Meet with private school officials to discuss poverty data collected, amount of estimated instructional funds generated, and determine if funds will be pooled, not pooled, or a combination of both options.</p>	
<p>March/April in preparation for the next school year</p>	<p>Determine the multiple, educationally related, objective criteria to be used to select eligible students (educationally needy students who reside in Title I attendance areas) in consultation with private school officials.</p> <p>Obtain from private school officials lists of names, addresses, and grades of private school students who meet the criteria.</p>	<p>Multiple, educationally related, objective criteria required under §1115(b). See §200.62(b).</p> <p>See §1120(b).</p>

	<p>From these lists, select for Title I services those students most at-risk of failing, as decided in consultation.</p> <p>Discuss with private school officials the needs of selected students, appropriate Title I services to serve those needs, and location of services.</p> <p>Design services that meet participants' needs based on consultation, using the estimated amount of funds generated by private school students from low-income families, and the equitable share of funds reserved for districtwide instructional activities.</p> <p>Determine with private school officials the standards and annual assessments for measuring progress of the Title I program.</p> <p>Define annual progress. Determine criteria for making program modifications when annual progress is not achieved.</p> <p>Assess the achievement of current year's program using the standards previously agreed upon last year.</p> <p>After appropriate consultation, make modifications to next year's Title I program, if annual progress has not been met.</p>	<p>See §200.62(b)(2).</p> <p>See §1120(b)(1) and §200.63(a) and (b).</p> <p>See §200.64.</p> <p>LEA must assess the quality and effectiveness of the Title I program each year. LEA modifies the design of services if annual progress is not met.</p> <p>See §1120(b)(1)(D) and §200.63(b)(5)</p>
<p>April/June in preparation for the next school year</p>	<p>Determine in consultation with private school officials the professional development and parent involvement needs of private school teachers and families of private school participants.</p> <p>Design activities that LEA will implement the next school year (independently or in conjunction with LEA activities) for teachers and families of participants.</p> <p>Inform private school officials of tentative program designs, service delivery models, number of Title I participants, allocations, location of services, and estimated costs. Provide opportunities for private school officials to comment.</p> <p>Update private school officials if there are any changes. Generate a list of students who will</p>	<p>Equitable services for teachers and families of participants apply to funds reserved under §§1118 and 1119. See §1120(a) and §200.65</p> <p>LEAs must provide opportunities for consultation with private school officials if program is modified or private school officials request more discussion. See §1120(b) and §200.63.</p> <p>See §1120(b)(4) and §200.63(e).</p>

	<p>receive Title I services beginning in September of the next school year.</p> <p>Obtain written affirmation from private school officials or their representatives that timely and meaningful consultation has occurred.</p> <p>Consultation must be ongoing, however, and should continue throughout the school year.</p> <p>Complete all necessary reports, contract negotiations, ordering of materials, hiring of teachers, etc.</p> <p>Consultation should be completed for the next school year prior to LEA submitting its Title I application to the SEA.</p>	<p>These actions ensure that programs will begin at the start of the school year.</p> <p>See §1120(a)(3) and §200.62(a)(1).</p>
<p>August in preparation for the beginning of school year</p>	<p>Report on readiness of Title I program for private school participants to private school officials.</p>	<p>Private school officials should be aware how LEA will implement the program in September, including staffing, number of students to be served, location, etc.</p> <p>See §1120(b)(2) and §200.63(c).</p>
<p>August/ September of school year</p>	<p>LEA begins Title I services for students identified the previous spring as participants and provides private school officials with their names, services to be provided, and names of Title I teachers.</p> <p>Obtain a list of newly enrolled students who meet eligibility criteria. Consult with private school officials on how new students might be accommodated in the program.</p> <p>Initiate professional development and parent involvement activities based on previous spring's consultation.</p>	<p>See §1120(a)(1) and §200.62(a)(1).</p> <p>See §200.65.</p>

<p>October of school year - Ongoing</p>	<p>LEA provides information about possible adjustments and program changes to private school officials.</p> <p>Start planning for the next school year's consultation cycle.</p> <p>Monthly visits by LEA supervisor to Title I classrooms and regular communications with private school teachers and officials about student progress and program compliance.</p> <p>Assess student progress and evaluate program effectiveness.</p> <p>Conduct professional development and parental involvement activities.</p> <p>LEA provides information about possible adjustments and program changes to private school officials.</p> <p>Start planning for the next school year's consultation cycle.</p>	<p>See §1120(b)(2) and §200.63(c).</p>
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