

## Sample Equitable Service Timeline

Month	LEA
July	<ul style="list-style-type: none"> <li>▪ Enter all private school requisitions needed to begin services in August</li> <li>▪ Complete private school portions of the Completion Report/once approved upload Obligation of Funds/Carryover Request in EMAC by January 1<sup>st</sup></li> <li>▪ Email carryover requests to Ombudsman</li> <li>▪ Prepare private schools about the upcoming data request (Titles I-A, I-C, III, IV-B)</li> </ul>
August	<ul style="list-style-type: none"> <li>▪ Request data from private schools (Titles I-A, I-C, III, IV-B)</li> <li>▪ Begin services</li> </ul>
September	<ul style="list-style-type: none"> <li>▪ Schedule formative assessments/request data</li> <li>▪ Schedule consultation meetings to adjust preliminary plans based on data and new needs once the school year began</li> <li>▪ Upload Affirmation of Consultation in EMAC by September 30</li> <li>▪ Upload LEA Equitable Services Policies, Procedures, Timeline in EMAC by September 30</li> </ul>
October - November	<ul style="list-style-type: none"> <li>▪ Continue consultation about current programs and services</li> <li>▪ Share reconciled budget with private schools</li> <li>▪ Upload Plan, Design, &amp; Implementation in EMAC by October 15</li> <li>▪ Upload Title I-A Evaluation Plan in EMAC by October 15</li> </ul>
December	<ul style="list-style-type: none"> <li>▪ Continue consultation about current programs and services</li> <li>▪ Schedule formative assessments/request data before winter break</li> </ul>

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January - February	<ul style="list-style-type: none"> <li>▪ Continue consultation about current programs and services</li> <li>▪ Share reconciled budget with private schools</li> <li>▪ Research potential participating private schools for next year</li> <li>▪ Send Notice of Intent to Participate</li> <li>▪ Upload Obligation of Funds/Carryover Request in EMAC by January 1</li> </ul>
February - March	<ul style="list-style-type: none"> <li>▪ Continue consultation about current programs and services</li> <li>▪ Schedule formative assessments/request data</li> <li>▪ Send Affirmation of Consultation to all participating private schools</li> <li>▪ Provide a planning document to identify needs, services, estimated costs and intended outcomes for the upcoming year (preliminary plan to write the grant)</li> <li>▪ Conduct consultation meetings for next year</li> </ul>
April - May	<ul style="list-style-type: none"> <li>▪ Continue consultation about current programs and services</li> <li>▪ Share reconciled budget with private schools</li> <li>▪ Schedule summative evaluations for current programs in May/request data</li> <li>▪ Schedule EOY meetings to evaluate current programs/Obligation of Funds/Carryover Request</li> </ul>
May - June	<ul style="list-style-type: none"> <li>▪ Evaluate current programs and services/Obligation of Funds/Carryover Request</li> <li>▪ Continue planning consultations for next year</li> <li>▪ Prepare all requisitions needed to begin services in August to be entered July 1</li> <li>▪ Update Equitable Service policies, procedures, and timeline</li> </ul>