

# FY24 ESEA Consolidated – Completing Private School

\*All public LEAs

\*Charter schools do not have boundaries and therefore are exempt from providing Title I-A, II-A, and IV-A equitable services

## Title I-A, II-A, IV-A

### Private Schools Administration Page

<input type="checkbox"/>	Private Schools
	Administration

- From the Sections page, locate Private Schools and select Administration

### Page Completion

Active Schools	
Building Name (50 Buildings)	District Status
	Out of District
	In District
	Out of District
	Out of District

- List each private school that is in the area and/or any private school that the LEA has consulted with in the last five years
- Add new private schools that may potentially participate – located at the top of the page
- Next to each private school, verify/change their status to reflect if their address is within the LEA's boundary or outside of the LEA's boundary
  - Confirms which grants that school is eligible for ongoing consultation
- Remove a private school by unchecking the box beneath the Open column

### Additional Information

- Schools listed on the Private School Administration page populate as drop-down options on the Eligible Private School Service pages for each of the funds
  - If a private school is not appearing on any Eligible Private School Service page, it must be added to the Private School Administration page
- Title I – private school's address may be within or outside the LEA's boundary
- Title II and IV – private school's address must be within the LEA's boundary
- All schools listed on the Private School Administration page must have a completed Notice of Intent to Participate uploaded in Title I Related Documents (and vice versa)
- Removing schools – LEAs have the due diligence in locating any potential private schools
  - Best practice would be to keep schools that are near the LEA and any schools that have had any of the LEA's students attend in the last five years
  - Private schools located in the LEAs boundary may not be removed and must be consulted with annually

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## Title I Related Documents

Optional Documents		
Type	Document Template	Document/Link
Notice of Intent to Participate	 <a href="#">Notice of Intent to Participate - Fillable</a>	
NIP & NIP Certificate of School Attendance		

## Page Completion

- Complete a Notice of Intent to Participate for each school listed on the Private School Administration page
- Verify each NIP has been completed with all signatures and if applicable has evidence attached
- No Response – evidence of the LEA's three good faith attempts must be attached to that school's NIP
- Separate the NIPs into categories
  - In-District/not participating
  - In-District/participating
  - Out of District/not participating
  - Out of District/participating
- Upload all NIPs next to the fillable form in the Document/Link column

## Additional Information

- No response evidence may include: emails, phone logs, or certified mail receipts
- A certified mail receipt is the recommended method for all third attempt deadlines
- Use the same NIP when sending the 2<sup>nd</sup> and 3<sup>rd</sup> attempt
  - Cross off expired date and add a new date with each attempt
  - Record the method of each attempt at the bottom of the NIP
- All NIPs may be uploaded together, they do not have to be individually uploaded

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## Title I-A Private School Portions

### Private School Proportionate Amount Page

1) Public School Title I Attendance Areas for the All Arizona School System (LEA) <small>ALL funded Title I schools must be added to this list.</small>	2a) Number of Public School children from Low-Income Families at Title I schools	2b) Number of Private School children from Low-Income Families residing in the All Arizona School System's Title I Attendance Areas	3) Total Number of children from Low-Income Families
	127	0	127
	292	9	301
	286	4	290
	314	0	314
	466	0	466
	233	6	239
	294	0	294
	135	6	141
	309	9	318
	347	3	350
	602	7	609
	948	1	949
Total:	4,353	45	4,398

  

PROPORTIONATE SHARE of the All Arizona School System's Title I allocation	LEA's Share	Private Schools' Share
\$ 3,931,259.74	98.98 % \$ 3,891,160.89	1.02 % \$ 40,098.85

  

LEA's Title I allocation	1% for parent and family engagement	Proportionate share % for equitable services, multiplied by the 1% for parent and family
\$ 3,931,259.74	\$ 39,312.60	\$ 400.99

### Page Completion

- In the first column, add **every Title I funded school** (align to the School Eligibility page)
- **Low-income data** will auto populate from the School Eligibility page in the second column
- In column 2b, add the **total number of students living in that Title I school's boundary who attend a participating private school and who qualify based on income**
- Column 3 auto-fills once column 2b is completed
- The minimum **private school share** and **family engagement** amounts calculate below
  - These amounts auto-fill on the Set Aside page

### Additional Information

- When verifying student addresses from private schools, note the student's home school
  - This data is compiled on this page and then separated by private school in a later section
- Commonly Misunderstood: Private school's proportionate share is determined in the same manner as LEAs determine school allocations (by entering data on the LEA's School Eligibility page)
  - Enrollment and income data are from the previous year (for FY24, data from the 22-23 school year)
  - This page has nothing to do with academic need and that data should not be collected until the school year/funding cycle begins the following year (August, 2024)
  - Students qualify to draw funds if their home address is located in one of the LEA's Title I funded school boundaries *and* if they qualify based on income
  - This data determines if the private school may participate (just like on the LEA's School Eligibility page) and if so, their allocation for the following year
  - The top portion of this page should **not** be changed once approved (just like the LEA's School Eligibility page)
  - The proportionate share allocation will **never** decrease unless the LEA loses funds or transfers funds after the original private school allocation has been determined

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## Set Aside Page

Total Private School Pool of Funds. This amount should be the sum of lines 3a, 3b, 3c, 3d, 3e	
\$ 118,967.57 - Minimum amount to allocate	
a. Portion of funds for equitable Administrative Activities	\$ 40,121.57
b. Portion of funds for equitable Indirect Costs, if applicable	\$ 1,189.68
c. Portion of funds for equitable Family Engagement	
\$ 1,189.68 - Minimum amount to allocate	
d. Portion of funds for equitable Professional Development (optional)	Approved carryover funds: 0.00
	0.00
e. Total portion of funds for equitable Instructional Services (Note: This amount should reflect Total Private School Pool of Funds minus lines 3a, 3b, 3c, 3d)	Approved carryover funds: \$ 77,656.32

## Page Completion

- Check that the total from the Proportionate Amount page matches the minimum amounts prefilled in **3** and **3c** on the left
- Complete all applicable cells on the right
- Add all cells on the right and make sure that the sum equals the **minimum amount** that is prefilled on the left

## Additional Information

- **3a** – *optional* Administrative Costs – must be necessary and reasonable (the amount may NOT be more than what is set aside in 3e for students and must be less than proportional)
  - overseeing private school service, transportation costs, postage for certified letters
- **3b** - *optional* Indirect Cost – amount may NOT be more than the LEA’s approved indirect cost rate times the minimum amount to allocate
  - 6910 – must be labeled as Set Aside 3b in the budget narrative
  - SA 2 + SA 3b = max indirect cost/Line Item Total
- **3c** – only LEAs with \$500,000.00 or more are *required* to set aside the minimum amount for family engagement
  - Amount must be broken out by participating private schools in the budget narrative
  - Divide the total by the total number of eligible private school students to get a PPA; multiply that amount by the number of students at each site to get their family engagement total; add any remainder as evenly as possible
- **3d** – *optional* professional development; after consultation, the LEA may determine if a portion will be used for Title I professional development
  - May only be used for private school teachers of eligible Title I students (not school-wide)
- **3e** – *required* instructional services to be divided among eligible participating private schools
  - **3a + 3b + 3c + 3d + 3e** = Minimum amount to allocate/**prefilled amount**

# FY24 ESEA Consolidated – Completing Private School

## Eligible Private School Service Page

Portion of Funds for Equitable Instructional Services. (See Set Aside 3e)		\$ 20,666.88
Enter Total Number of Eligible Participating Private School Students	*	12
Adjusted Per Pupil Amount (PPA) for Private Schools		\$ 1,722.24

  

In-District Participation Statuses			
<b>Non-Participating Schools</b>			
Private School Name	Participation Status		
<input type="text"/>	<input type="text" value="Please select..."/>		
<b>Participating Schools</b>			
Private School Name	Enter # Eligible Private School Students	Private School Amount	
<input type="text"/>	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>	

  

Out-of-District Participation Statuses			
<b>Non-Participating Schools</b>			
Private School Name	Participation Status		
<input type="text"/>	<input type="text" value="Please select..."/>		
<b>Participating Schools</b>			
Private School Name	Enter # Eligible Private School Students	Private School Amount	
<input type="text"/>	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>	

### Page Completion

- Verify the **Portion of Funds for Equitable Instructional Services** total matches **3e** from the SA page
- Enter the **Number of Eligible Participating Private School Students** in the second row
  - The total must match the **total** on the Private School Proportionate Amount page
- Use the drop-down arrows to add each school that is listed on the Private School Administration page
  - **In-District Participation Status** schools have addresses within the LEA's boundary
  - **Out-of-District Participation Status** schools have addresses outside the LEA's boundary
- For all non-participating schools, use the drop-down arrow to select the reason
- Enter the total number of eligible students attending each participating private school
  - Add each of the private school's eligible student counts; verify the summed total = the **Number of Eligible Participating Private School Students** in the second row/Private School Proportionate Amount page **total**
- Each participating private school allocation will auto calculate
- Verify that each school listed on the Private School Administration page are listed
- Verify each school's participation status matches what is written on their NIP
- Enter each private school's allocation to the LEA's contributory budget spreadsheet

### Additional Information

- The Adjusted Per Pupil Amount (PPA) for Private Schools = the minimum amount required by the LEA minus 3a, 3b, 3c, and 3d divided by the number of eligible private school students
- The Private School Amount for each participating private school = what is allocated for each participating private school in the Title I budget narrative
- The Private School Amount on this page will be labeled as **"Set Aside 3e + Private School Name"** next to each applicable activity in the budget narrative

# FY24 ESEA Consolidated – Completing Private School

## Title II-A Private School Portions

### Eligible Private School Service Page

PPA Calculation

Title II LEA Original Allocation		\$	736,480.00
Title II Private Schools Administrative Costs to Provide Private School Services <i>This includes the cost to administer Title II funds to private school. Examples: percentage of salaries of Federal Projects Director and/or Professional Learning Director administrative costs to provide services.</i>	*	\$	
Title II LEA Private Schools Administrative Indirect Cost to Provide Private School Services <i>Portion of funds for equitable Indirect Costs, if applicable</i>	*	\$	
Title II Adjusted LEA Total Allocation <i>This is the amount of Title II funds remaining for the LEA to use.</i>		\$	736,480.00
Number of Total Students in LEA <i>Enter the total amount of all students enrolled within the LEA. This includes both Title I and Non-Title I students.</i>			
Total Number of Students in Participating Private Schools <i>After consulting with the private schools, enter the number of ALL students enrolled in the participating private school(s).</i>	*		
Sum of Total Number of Both LEA and Private School Students			0
Title II Adjusted Per Pupil Amount (PPA) <i>This is the sum of both LEA and private school students divided into the adjusted LEA Total Allocation.</i>		\$	0.00

Determine Each Private School's Allocation

\* Has the LEA provided consultation to participating private schools or at least tried to contact the private school a minimum of three times to establish consultation?

Yes

No

Non-Participating Private Schools  
*After contacting, or attempting to contact the private school, the LEA will enter every private school that is not participating and select a participation status, either "Not Participating" or "No Reply".*

School	Participation Status
▼	Please select... ▼

Participating Private Schools  
*After meeting with the private school, the LEA will list each participating private school below and enter their total number of private school students. The number of students for each private school is then multiplied by the total PPA to determine each private school's allocation.*

School	Total Number of Students in Participating Private School	Approved Carryover	Private School Allocation
▼		\$	0.00
Total Private School Allocation:			\$ 0.00

### Page Completion

- Enter any *Optional Administrative Costs* – must be necessary and reasonable (the amount may NOT be more than what is allocated for participants and must be less than proportional)
  - Overseeing private school service, postage for certified letters
- Enter any *Optional Indirect Cost* – amount may NOT be more than the LEA's approved indirect cost rate
  - 6910 – must be labeled as Private School Indirect Cost in the budget narrative
  - LEA Indirect Cost + PS Indirect Cost = max indirect cost/Line Item Total
- The number of students in the LEA auto populates from the Title I School Eligibility page
- Add **the Total Number of Private School Enrollment** which = the sum of the total enrollment for all participating private schools
- Check Yes to confirm consultations have occurred or been attempted
- Use the drop-down arrows to add ONLY In-District schools that are listed on the Private School Administration page
- For all non-participating schools, use the drop-down arrow to select the reason
- Enter the total enrollment for each participating private school
- The private school allocation will auto calculate
- Verify that each school listed on the Private School Administration page with an In-District Status is listed
- Verify each school's participation status matches what is written on their NIP
- Add each private school's allocation to the LEA's contributory budget spreadsheet

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## Eligible Private School Service Page Cont.

### Additional Information

- The Private School Amount for each participating private school = what is allocated for each participating private school in the Title II budget narrative
- The Private School Amount amount on this page will be labeled with the “**Private School Name**” next to each applicable activity in the budget narrative

# FY24 ESEA Consolidated – Completing Private School

## Title IV-A Private School Portions

### Eligible Private School Service Page

PPA Calculation

Title IV-A LEA Original Allocation		\$ 570,093.67
Title IV Private Schools Administrative Costs to Provide Private School Services <i>This includes the cost to administer Title IV funds to private school. Examples: percentage of salaries of Federal Projects Director and/or Professional Learning Director administrative costs to provide services.</i>	*	\$
Title IV LEA Private Schools Administrative Indirect Cost to Provide Private School Services <i>Portion of funds for equitable indirect costs, if applicable</i>	*	\$
Miscellaneous Allocation Reductions		\$ 0.00
Title IV Adjusted LEA Total Allocation <i>This is the amount of Title IV funds remaining for the LEA to use.</i>		\$ 570,093.67
Number of Total Students in LEA <i>Enter the total amount of all students enrolled within the LEA. This includes both Title I and Non-Title I students.</i>		
Total Number of Students in Participating Private Schools <i>After consulting with the private schools, enter the number of ALL students enrolled in the participating private school(s).</i>	*	
Sum of Total Number of Both LEA and Private School Students		0
Title IV Adjusted Per Pupil Amount (PPA) <i>This is the sum of both LEA and private school students divided into the adjusted LEA Total Allocation.</i>		\$ 0.00

Determine Each Private School's Allocation

\* Has the LEA provided consultation to participating private schools or at least tried to contact the private school a minimum of three times to establish consultation?

Yes

No

Non-Participating Private Schools  
*After contacting, or attempting to contact the private school, the LEA will enter every private school that is not participating and select a participation status, either "Not Participating" or "No Reply".*

School	Participation Status
▼	Please select...

Participating Private Schools  
*After meeting with the private school, the LEA will list each participating private school below and enter their total number of private school students. The number of students for each private school is then multiplied by the total PPA to determine each private school's allocation.*

School	Total Number of Students in Participating Private School	Approved Carryover	Private School Allocation
▼		\$	\$ 0.00
Total Private School Allocation:			\$ 0.00

### Page Completion

- Enter any *Optional* **Administrative Costs** – must be necessary and reasonable
  - **TIV-A has a 2% cap** of the **Title IV Adjusted LEA Total Allocation** for administrative costs
  - Overseeing private school service, postage costs for certified letters
- Enter any *Optional* **Indirect Cost** – amount may NOT be more than the LEA's approved indirect cost rate
  - 6910 – must be labeled as Private School Indirect Cost in the budget narrative
  - LEA Indirect Cost + PS Indirect Cost = max indirect cost/Line Item Total
- The number of students in the LEA auto populates from the Title I School Eligibility page
- Add **the Total Number of Private School Enrollment** which = the sum of the total enrollment for all participating private schools
- Check Yes to confirm consultations have occurred or been attempted
- Use the drop-down arrows to add ONLY In-District schools that are listed on the Private School Administration page
- For all non-participating schools, use the drop-down arrow to select the reason
- Enter the total enrollment for each participating private school
- The private school allocation will auto calculate
- Verify that each school listed on the Private School Administration page with an In-District Status is listed
- Verify each school's participation status matches what is written on their NIP
- Add each private school's allocation to the LEA's contributory budget spreadsheet

## FY24 ESEA Consolidated – Completing Private School

### Eligible Private School Service Page Cont.

#### Additional Information

- The Private School Amount for each participating private school = what is allocated for each participating private school in the Title IV budget narrative
- The Private School Amount on this page will be labeled with the “**Private School Name and the Title IV-A program type**” next to each applicable activity in the budget narrative
  - Program types include Safe & Healthy, Well-Rounded, and Technology
- LEAs that must adhere to the 20-20 Rule with 15% Special Rule for Technology Infrastructure - it is helpful to create a separate tab in the LEA’s budget spreadsheet to categorize each Title IV-A activity found in the budget by program type

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## Program Narrative Questions

### Program Narrative Questions

For each activated program section (questions 1-3) check applicable boxes and complete narrative responses in a, b, c, d, and e to better indicate how Title IV-A funds are being activated within the approved program areas of Well-Rounded Education, Safe & Healthy Students, and the Effective Use of Technology.

- **Primary Need (1a, 2a, 3a):** What is the core programmatic need for the applicable Title IV-A Category? (Think about one global need that connects to the LIAP/SIAP)
- **Program Objective (1b, 2b, 3b):** What is the overall programmatic goal of the applicable Title IV-A Category? (Think about the global intended change to resolve the Primary Need)
- **Program Narrative (1c, 2c, 3c):** List all the Title IV-A Category activities being funded and how they support the Primary Need and Objective. (Should align with the Program Activity Checklist)
- **Program Outcome (1d, 2d, 3d):** What is the desired result after implementation of activities? (Think about products or evidence of change; connect back to Primary Need and Program Objective)
- **Program Evaluation (1e, 2e, 3e):** How will you identify if the Program Outcome was successful? (Describe monitoring process including frequency and analysis; should align with the Evaluation Checklist measurement tools)

## Page Completion

- Equitable service activities must be detailed under the appropriate program type

## Additional Information

- Sections pertaining to private schools should be discussed and determined as part of the ongoing consultations

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## Title IV-A Allocation Worksheet

### INSTRUCTIONS

1. If your Title IV-A allocation is less than \$30,000.00, please use the LEA ALLOCATION UNDER \$30,000.00 section.  
If your Title IV-A allocation is \$30,000.00 or more, please use the LEA ALLOCATION \$30,000.00 OR MORE section.

2. Depending on your allocation, enter total amounts budgeted under the three categories: Well-Rounded Education, Safe & Healthy Students, Effective Use of Technology.

3. Enter Technological Infrastructure expenses (hardware/software/equipment) separately. If an average amount displays under the Technology Infrastructure section, you must adjust the expenditures appropriately.

\*Note: The Effective Use of Technology category is a combination of Technology related PD (85%) and possibly Technological Infrastructure (15%). If purchasing Technological Infrastructure, you must ensure 85% budgeted within the Effective Use of Technology category is reserved for PD/programmatic instruction.

Note: Incoming Carryover does not activate the 20-20 portion rule.

#### Title IV-A Allocation Worksheet Resources

- [Title IV-A Navigator Allocation Worksheet](#)
- [Title IV-A Carryover Memo](#)

## Page Completion

- Equitable service activities must be separated by program type
- Private school portions do not have to adhere to the 20-20 rule separately
  - Private school activities will be included in the LEA's budget as a whole

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## Title I-A, II-A, IV-A Budget Narratives

- All activities must be clearly labeled
  - Title I – Set Aside 3a, Set Aside 3b
  - Title I – 3c, 3d, and 3e must also include the private school’s name
  - Title II – private school name
  - Title IV – private school name + Well Rounded, Safe & Healthy, and/or Technology
- All activities must include a brief description of the service or activity
- All activities must include the service provider
- Title I – supplies may not be purchased without being tied to instruction (supplies alone are not allowed)
- Title I – programs must be **targeted** for eligible students and may not be school-wide
  - May not purchase programs school-wide – must be broken out by cost/student and may only the number of licenses for eligible participating students who have an academic need
- Budget narrative totals must = amounts listed for each private school on the Eligible Private School Service page

## Title I-A, II-A, IV-A LEA Integrated Action Plan

- All activities for private school equitable services must have action steps in the LIAP
- Descriptions must align with the budget narratives
- Must include the Private School program tag
- Must include the appropriate funding tag(s)
- Title IV-A action steps must also include the appropriate program type tag(s)
- All activities may be combined in one or two action steps if all of the above components are present

## Order of Operations Snapshot

Private School Administration page
Title I Related Documents
Notification of Intent to Participate
<i>Title I-A Only</i>
Private School Proportionate Amount page
Title I Set Aside page
Eligible Private School Service page
<i>Title IV-A Only</i>
Program Narrative Questions
Allocation Worksheet
Budget Narrative
LEA Integrated Action Plan