



SUPERINTENDENT OF PUBLIC INSTRUCTION

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December 15, 2011

(X) Action Required
Due Date: March 2, 2012
(X) Informational

BULLETIN NO. 087-11 TITLE I/LAP AND CONSOLIDATED PROGRAM REVIEW

TO: Educational Service District Superintendents
School District Superintendents
Private School Administrators
Federal Grants Managers

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Guidance on Private School Participation in Federal Programs

CONTACT: Anne Renschler, Program Supervisor, Consolidated Program
Review/Private School Participation in Federal Programs
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The Elementary and Secondary Education Act (ESEA) and the Carl D. Perkins Act of 2006 require school districts to provide equitable services to eligible private school students, teachers, educational personnel, and parents under certain federal programs. Descriptions of the available federal programs are included in Attachment A.

Annually, private schools are required to notify the Office of Superintendent of Public Instruction (OSPI) and the local school district of their intent to participate in federal supplemental education programs through their local school district. The notification process is done via the Private Participation in Federal Programs (Intent to Participate) form on the Educational Data System (EDS), which is due to OSPI by **March 2, 2012**.

Private School Responsibilities

In order for a private school to access federal programs, it must meet the following criteria:

- Be a state approved, non-profit, elementary or secondary school. It must have submitted the annual certification through the State Board of Education (May 2011).

- Complete the Private School October Enrollment Report P105B form (October 2011). This information drives the allocation for services for the 2012–2013 school year.
- Submit the Intent to Participate form through the electronic process to OSPI by **March 2, 2012**. Instructions on how to access the form are included in Attachment B.

Please note: If the private school does not complete the Intent to Participate form by this date, its students, teachers, and other educational personnel will not be qualified to participate in services for the 2012–2013 school year.

Once the Intent to Participate form has been submitted, participating private schools will be contacted by their local school districts to begin the consultation process for services for the 2012–2013 school year. Consultation between the public school district and the private school needs to be “timely and meaningful.” For a timeline of private school-related processes, see Attachment C, which outlines the responsibilities of OSPI, school districts, and private schools.

School District Responsibilities

On an annual basis, the school district must contact private school officials and inquire as to whether the private schools’ students and teachers will participate in the ESEA programs available to them. District applications for federal grant funding are subject to OSPI review and approval only when the Intent to Participate process is complete. Further guidance on meeting private school requirements can be found in Attachment D and on the OSPI ESEA Private Schools website:
<http://www.k12.wa.us/ESEA/PrivateSchools.aspx>.

In addition, the school district is responsible for the following actions:

- Accessing the EDS site to view the list of eligible private schools. Instructions on how to access the site are included in Attachment E.
- Contacting the eligible private schools that have not yet completed the Intent to Participate form in order to determine participation.
- Documenting the attempted contacts with those private schools. Contact must be attempted at least twice and documented on the **Contact Log**. Instructions on how to complete the online Contact Log are included in Attachment E.
- Providing timely and meaningful consultation with eligible private schools that choose to participate in federal programs and services. The process must begin before the local school district makes any decisions that affect the opportunities of private school students, teachers, and parents to participate in federal programs requiring their equitable participation.

- Continuing the consultation process throughout the school year to ensure appropriate services are being provided.

Additional Resources:

- Title I Services to Eligible Private School Children, Non-Regulatory Guidance <http://www.ed.gov/programs/titleiparta/psguidance.doc>
- The No Child Left Behind Act of 2001: Benefits to Private School Students and Teachers <http://www.ed.gov/nclb/choice/schools/privbenefits/benefitstops.pdf>
- Title IX, Part E Uniform Provisions: Non-Regulatory Guidance <http://www.ed.gov/policy/elsec/guid/equitablesrguidance.doc>
- Carl D. Perkins Career and Technical Education Act of 2006 <http://www.ed.gov/policy/sectech/leg/perkins/index.html>
- Title V, Part A Guidance <http://www.ed.gov/programs/innovative/titlevguidance2002.pdf>
- USDA Child Nutrition Income Guidelines 2011–2012 (Attachment F)

Webinar

OSPI has scheduled a webinar on January 4, 2012, 1:30–4:00 p.m., regarding Private Participation in Federal Programs. This training will focus on the opportunities, requirements, and responsibilities of private schools and public school districts.

Title: Private Participation in Federal Programs

Date: Wednesday, January 4, 2012

Time: 1:30–4:00 p.m. PST

Registration for the webinar is available at:

<https://www1.gotomeeting.com/register/391133649>. After registering you will receive a confirmation email containing information about joining the Webinar.

System requirements for the webinar:

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.5 or newer

If you have any questions regarding this bulletin, please contact Anne Renschler, Program Supervisor, Consolidated Program Review/Private School Participation in Federal Programs, at (360) 725-6229 or email anne.renschler@k12.wa.us. The agency TTY number is (360) 664-3631.

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This bulletin is also available on OSPI's website at
<http://www.k12.wa.us/BulletinsMemos/bulletins2011.aspx>.

SPECIAL PROGRAMS, SECONDARY EDUCATION, SCHOOL IMPROVEMENT, AND FEDERAL ACCOUNTABILITY

Bob Harmon
Assistant Superintendent

Gayle Pauley, Director
Title I/LAP & Consolidated Program Review

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Attachment A: Programs Under the Elementary and Secondary Education Act (ESEA)
and Other Federal Programs that Require Equitable Private School
Participation: Basic Information Table

Attachment B: Private School Electronic Reporting Instructions

Attachment C: OSPI Annual Private School Timeline

Attachment D: Requirements for School Districts Regarding Private School Participation
in Federal Programs

Attachment E: School District Electronic Reporting Instructions

Attachment F: USDA Child Nutrition Income Guidelines 2011–2012

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at (360) 725-6162 or P.O. Box 47200 Olympia, WA 98504-7200.