

## Tool #5: Checklist to Use during Consultation

**Basis for this tool:** The following consultation topics are part of the requirements under Section 1117 (applies to Title IA) and Section 8501 (applies to Titles IIA, III, IVA and IVB) of ESSA regarding timely and meaningful consultation with private school officials. Consultation should be ongoing during the design, development, implementation, and assessment of the program. The goal of consultation is to reach agreement and, in so doing, develop and implement an effective program for the benefit of students in the private school.

**Written affirmation:** During consultation, LEA representatives will ask that you sign a written affirmation of consultation, as required by the *Elementary and Secondary Education Act*. The affirmation should occur at the end of consultation. If you are asked to sign something before you have discussed everything on the checklist below, tell the LEA representatives that you would prefer to wait until consultation is complete before signing an affirmation. You also have the legal right to sign an affirmation indicating that timely and meaningful consultation did **NOT** occur if you feel that that is the case. *\*\*Tool 6 is the OSPI written affirmation.*

\_\_\_\_\_ How the children's needs will be identified

### Title IA:

\_\_\_\_\_ Review of existing student assessment and performance records

\_\_\_\_\_ Administration of appropriate normed/standardized assessments

\_\_\_\_\_ Teacher recommendation

\_\_\_\_\_ Other: \_\_\_\_\_

### Title III:

\_\_\_\_\_ District English Proficiency Assessment

\_\_\_\_\_ Other approved assessment to be administered by private school teachers: \_\_\_\_\_

\_\_\_\_\_ What services will be offered (Individual tutoring, small group instruction, computer assisted learning, summer school, counseling, mentoring, teacher professional development, parent engagement, supplementary materials/software, etc.)

\_\_\_\_\_ How the services will be assessed and how the results of the assessment will be used to improve those services

\_\_\_\_\_ The size and scope of the equitable services to be provided to the eligible private school children, teachers, and other educational personnel

\_\_\_\_\_ The proportionate share of funding allocated for services and how the proportional amount of funding is determined. *Don't be afraid to ask for a copy of the LEA's budget and/or Title program applications!*

\_\_\_\_\_ How and when decisions about delivery of services will be made and how the private school will be notified of those decisions.

\_\_\_\_\_ Whether services shall be provided by the school district directly or through a separate government agency, consortium, or entity, or through a third-party contractor

\_\_\_\_\_ Whether to provide equitable services to eligible private school children by pooling funds allocated for the program's purpose. *You might want to work with other Catholic schools within your LEA to get the most "bang for your buck."*

**For the Title IA program, these additional elements are part of the consultation process:**

\_\_\_\_\_ What method or sources of data will be used to determine the number of children from low-income families in participating school attendance areas who attend private schools. *The number of low income students residing in participating public school attendance areas is used to calculate the private school proportionate share of Title IA funds.*

- \_\_\_ Free and reduced lunch program eligibility
- \_\_\_ Extrapolation from a representative private school sample
- \_\_\_ Proportionality: Based on percentage of low-income public school children in the attendance area
- \_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ How, if the public school district disagrees with the views of the private school officials on the provision of services through a contract, the public school district will provide in writing to the private school officials an analysis of the reasons why the district has chosen not to use a contractor.

\_\_\_\_\_ When services will be provided (including the approximate time of day)

\_\_\_\_\_ Whether to consolidate and use Title I, Part A funds in coordination with funds from other eligible programs that are dedicated to providing equitable services to private school students. *For example, you may wish to consolidate your Title IA and Title III services so that eligible English Learners can receive tutoring services.*

***Please note that if an LEA disagrees with the views of Catholic school officials with respect to any topic subject to consultation, the LEA must provide in writing the reasons why the LEA disagrees. Ultimately, the LEA makes the final decisions about what services the Catholic school will receive.***