

Tool #6: Written Affirmation of Consultation

Local Educational Agency (LEA) Affirmation of Consultation with Private Schools 2017–18 School Year

Date of Initial Consultation _____

Name of LEA _____

Name of Private School _____

The written affirmation is a tool that guides the timely and meaningful consultation between LEAs and private schools to ensure equitable services for private school children, teachers, and other educational personnel. The goal of the consultation process is agreement between the LEA and private schools. LEA officials must take into consideration the private school officials' views for how to serve students and the design of the program. Consultation includes meetings with private school officials before the LEA makes any decisions that affect the opportunities available to private schools choosing to participate in federal programs. Such meetings will continue throughout the implementation of the program and will include assessment of services provided.

New under ESSA, if an LEA disagrees with the views of private school officials with respect to any topic subject to consultation, the LEA must provide in writing to such private school officials the reasons why the LEA disagrees. The final decision rests with the LEA.

Discuss the following topics during the initial and ongoing consultation:

- ✓ Identification of children's needs.
- ✓ What services will be offered. Services including materials and equipment must be secular, neutral, and nonideological.
- ✓ How, where, and by whom the services will be provided.
- ✓ How services are assessed and how the results of the assessment will be used to improve those services.
- ✓ The size and scope of the equitable services provided to eligible private school children, teachers, and other educational personnel.
- ✓ The proportionate share of funding allocated for services and how the funding allocated is determined.
- ✓ 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.

For Title IA, Part A, discuss these additional topics:

- ✓ What methods 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.
- ✓ 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).

The following multiple, educationally related, objective criteria are used to determine private school student eligibility for Title IA, Part A:

Grade Levels Served	Assessment Criteria Used to Identify Title IA, Part A Services for Eligible Students

Private School Official Affirmation

- ☐ LEA explained the complaint process and procedures.

Check one:

- ☐ Timely and meaningful consultation occurred and an equitable program of services was designed during the consultation process.
- ☐ Consultation was not timely and meaningful and/or did not result in an equitable program of services to meet the needs of the private school children.

*If consultation was not timely and meaningful, please provide a brief explanation on the following page.

Signature of Private School Official

Name of Private School Official

Date

Signature of LEA Official

Name of LEA Official

Date

The LEA maintains a copy of this written affirmation in its files, provides the private school official with a copy, and uploads an electronic copy to the Office of Superintendent of Public Instruction via the Private Participation in Federal Programs application in EDS.

If consultation was not timely and meaningful, provide a brief explanation.