# Affirmation of Consultation with Private School Officials

Local Education Agencies (LEA) are required to provide equitable services to private school students, teachers, and in some cases, other education personnel and parents under a number of the ESSA programs. The equitable services provisions of the Every Student Succeeds Act (ESSA) are found in Section 1117 of Title I, Part A and Sections 8501-8504 of Title VIII Uniform Provisions.

The first step in providing equitable services is consultation between the LEA and the private school. To insure timely and meaningful consultation, an LEA shall consult with the appropriate private school officials. The goal of consultation is agreement between the LEA and the appropriate private school officials on how to provide equitable and effective programs for eligible private school children. The consultation shall continue throughout the implementation and assessment of the activities provided by the LEA.

**The following topics must be discussed during the ongoing consultation process:**

## All Programs:

* How the needs of the teachers, parents, and eligible children will be identified.
* What services will be offered.
* How, where, and by whom the services will be provided.
* The size and scope of the equitable services to be provided to the eligible private school children, teachers, education personnel, and families.
* The proportion of funds allocated for each program.
* How the proportionate share of funds is determined.
* Whether services will be provided directly by the LEA or through a separate government agency, consortium, entity, or third-party contractor.
* Whether to pool funds for equitable services for multiple private schools or provide services on a school-by-school basis.
* Whether to consolidate Title I equitable services funds with funds available for services to private school children under other ESSA programs.
* How, if the LEA disagrees with the views of the private school officials on the provision of services through a contract, the LEA will provide in writing an analysis of the reasons why the LEA has chosen not to use a contractor.
* The district and state’s complaint process.

## Title IA, IC, III:

* The method or sources of data that are used to determine the number of children from low-income families in participating school attendance areas who attend private schools.
* How and when the LEA will make decisions about the delivery of services to the children.
* How students will be identified.
* When, including the approximate time of day services will be provided.
* When the services will start.
* How the services will be academically assessed and how the results of that assessment will be used to improve those services.

Once the initial consultation has occurred, the LEA representative and the private school representative **must sign one** of the following:

1. We agree that timely and meaningful consultation occurred before the LEA made any decision that affected the participation of eligible private school children and teachers in the applicable Title I Part A; Title I Part C; Title II Part A; Title III Part A; Title IV Part A; and Title IV Part B programs.

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LEA Representative Date Private School Representative Date

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School District Private School Agency or School Name

1. We believe timely and meaningful consultation **has not** occurred.

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Private School Representative Date Private School Agency or School Name

1. We believe the program design is not equitable with respect to eligible private school children.

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Private School Representative Date Private School Agency or School Name