

## **Equitable Services to Private Schools Timeline (suggested)**

### **January – April – Consultation Process**

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- LEA contacts officials of private schools with children who reside in the LEA, regardless of whether the private school they attend is located in the LEA boundaries for Title I.
- For Title II-A, LEA contacts officials of private schools within the LEA boundaries.
- LEA extends an invitation to officials of the private schools and convenes a meeting to explain the intent of each of the Federal programs for which the LEA participates and the roles of public and private school officials. (It is not adequate consultation to send a letter explaining the intent of each of the Federal Programs.)
  
- After first consultation, the private school must complete the Intent to Participate form and return it to the LEA. All “Intent to Participate” forms will be sent to the State Department of Education
- For all programs review the submitted data and determine the funds for the equitable services.
  
- Schedule a second consultation with the private school officials who indicated “Intent to Participate” in the district's Federal programs.
  
- During the consultation discuss each of the topics covered on the “Affirmation of Consultation” form. The following list are examples of topics to cover.
  - The proportionate share of the funds and how this amount was determined.
  - What services will be offered and how, when, where, and by whom those services will be provided.
  - When those services will start.
  - How the needs of the eligible children will be identified.
  - Discuss how the programs will be evaluated: What standards and assessments will be used? What will be annual progress, and what percentage of participants must meet that progress in order for the program to be effective?
  - Discuss the professional development needs of the private school teachers based on the most recent student assessment data.
  - Discuss the needs of the parents of participants: How can parents better support their children's instruction?
- Complete the Affirmation of Consultation form with the private school officials. Send the Intent to Participate (for all private schools, participating or not) and the Affirmation of Consultation to the Idaho State Department of Education

Note: Consultations must be completed prior to writing the Consolidated Federal and State Grant Application (CFSGA)

## **April – May**

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- Include the budget and data for Equitable Services in the LEA's CFSGA.
- Finalize the design for each participating program - ensure materials have been ordered, LEA personnel who are providing the services are in place, and service start date is firm.
- Finalize professional development programs and activities for private school teachers. Establish a calendar for the next year's activities.
- Finalize parent involvement programs and activities for parents of participants. Establish a calendar for next year.
- Review current year's assessment data for current year participants to determine if any adjustments to instruction and/or professional development should be made.

## **September - October Program Implementation**

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- Review the implementation of the program for the first month.
- Discuss the changes in roster of eligible children and the possibility of adding children to the program, as needed, depending on space and time.
- Review the process for coordinating the program services with classroom teachers.
- Review implementation of the professional development program.
- Review implementation of the parental involvement program

## **November – April Program Implementation**

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- Continue to review the implementation of the programs and adjust as necessary.
- Evaluate the effectiveness of the services provided. Determine changes needed for the following year if the school will be participating