**Affirmation of Consultation**

**with Private Schools**

The school district must initiate the consultation process once the private school has completed their intent to participate in the EDS application. The goal of the initial consultation is to reach agreement between districts and private schools regarding participation in federal program services and is based on the good faith effort of all parties to reach agreement regarding the provision of equitable services. Utilize this document to facilitate this process. Remember:

* Consultation must occur **before** the district makes any decisions that affect the opportunities available to private schools.
* Private school views must be given serious, due consideration during the consultation process.
* If the district disagrees with the private school on any topic subject to consultation, the district must provide, in a timely manner, a written explanation of the reasons they disagree, however, all final decisions rest with the district.

|  |  |
| --- | --- |
| **Date of Initial Consultation** | Click or tap here to enter text. |
| **Name of District** | Click or tap here to enter text. |
| **Name of Private School**  | Click or tap here to enter text. |
| **School Year Services Provided** | Click or tap here to enter text. |

Indicate private school participation in the following ESEA Federal Programs (check all programs that apply below). **Mark N/A if**:

* The district does not participate in the specific federal program.
* The private school indicates a change from their original intent to participate request.
* There are no eligible students identified for services in a particular program.

\*See the Program Descriptions document under the “Program Basics” drop-down menu on the [private school webpage](https://ospi.k12.wa.us/policy-funding/grants-grant-management/every-student-succeeds-act-essa/elementary-and-secondary-education-act-esea/private-school-participation-federal-programs) for a detailed description of each program.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program** | **Yes** | **No** | **N/A** |  | **Program** | **Yes** | **No** | **N/A** |
| Title I, Part A |  |  |  |  | Title I, Part C |  |  |  |
| Title II, Part A |  |  |  |  | Title III, Part A |  |  |  |
| Title IV, Part A |  |  |  |  | Title IV, Part B |  |  |  |
| Perkins |  |  |  |  |  |  |  |  |

**Districts and private schools should discuss the following topics during the initial consultation:**

|  |  |
| --- | --- |
|  | Transfer of funds from one federal program to another.  |
|  | Identification of student’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 academically 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 students, 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 students by pooling funds allocated for the program’s purpose or on a school-by-school basis. |

**For participation in the Title I, Part A program, discuss these additional topics:**

|  |  |
| --- | --- |
|  | The methods or sources of data that will be used to determine the number of children from low-income families in participating public school attendance areas who attend private schools. |
|  | The process and timeline for private schools to provide required data to district. |
|  | How, if the school district disagrees with the views of the private school officials on the provision of services through a contract, the 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). |

If the private school will be participating in Title I, Part A, you must **also** complete the Title I, Part A Record of Agreed Upon Services. Find this document on the [**private school webpage**](https://ospi.k12.wa.us/policy-funding/grants-grant-management/every-student-succeeds-act-essa/elementary-and-secondary-education-act-esea/private-school-participation-federal-programs)under the “School District Requirements” drop-down menu.

**The Private School affirms that:**

[ ]  Timely and meaningful consultation has occurred.

[ ]  An initial program of equitable services was designed during the consultation process.

[ ]  District explained if there is a transfer of funds from one federal program to another.

[ ]  District explained the Office of Superintendent of Public Instruction’s (OSPI) [complaint procedures](https://www.k12.wa.us/sites/default/files/public/esea/privateschools/pubdocs/Complaint%20Procedures%2022-23.pdf).

**If applicable:**

[ ]  Consultation was not timely.

[ ]  Consultation was not meaningful and did not result in an agreement for an equitable program of services to meet the needs of the private school.

**\*If consultation was not timely or meaningful, provide a brief explanation on a separate page.**

Private School Representative Signature Date

District Representative Signature Date

District Representative Email District Representative Phone

*The district maintains a written or electronic copy of this document in its files, provides the private school representative with written or electronic copy, and uploads a copy of this document to OSPI via the Private Participation in Federal Programs application in EDS under the “Consultations” tab. This is required under Section 1117 of ESEA.*