2017–18 School District Reporting Instructions Private School Participation in Federal Programs

Revised May 2017
To Reflect New ESSA Requirements

1. Log into the EDS website: https://eds.ospi.k12.wa.us beginning March 1.

2. Enter your username and password. Click Login to continue. If you have not obtained a username and password, contact your school district's Security Manager. A list of Security Managers for each district is available at https://eds.ospi.k12.wa.us/SecurityManagerList.aspx. You must ask to be assigned the role of "Private Participation Administrator" in the *Private Participation in Federal Programs* application.

3. Click on the yellow tab labeled "My Applications."

4. Next, click on the link for *Private Participation in Federal Programs*, which will bring up your school district's page. (If you are an Educational Service District employee, select the name of the school district whose information you would like to view.)

5. Select 2017–18 in the School Year drop-down menu.

NEW! APPLICATION STATUS

The Status Report tab is now the "Application Status" tab. The Application Status page still shows the same information as before (all of the approved nonprofit private schools in your district). Look under the "Status" column to see which private schools' Private Participation in Federal Programs applications are complete. Click on the name of the private schools that have completed applications to view their contact and participation information. School districts are also able to access private school information for other school districts.

DETAIL VIEW

The Detail View page shows information on Nonparticipating, Participating, and Schools Not Applied in your school district. Nonparticipating Schools shows a list of schools that have chosen not to participate in federal programs. Participating Schools displays a list of private schools that choose to participate and which federal programs they want to participate in.

Districts with no private schools within their boundaries should review the EDS site to verify there are no private schools and print a screen shot for documentation purposes.

IMPORTANT: Districts with no private schools in their district may have the obligation to provide Title I, Part A services to eligible private school students who reside within their district boundaries, but attend a private school outside their district boundaries.

Schools Not Applied displays a list of schools that have not completed the application. **Districts must attempt to contact the eligible private schools at least twice and document attempts in the Contact Log.** Contact must be in person, by telephone, email, or fax. You must receive a response. Leaving a phone message or unanswered emails, or faxes will not be considered adequate attempts to contact.

If the private school does not respond after two attempts to make contact, send the private school a registered letter. If you do not receive a response from this attempt, the private school will be considered as NOT PARTICIPATING and will not be included in the allocation of federal program services. Document each attempted contact for each non-profit private school that has not applied in the Contact Log.

CONTACT LOG

Follow these steps for each attempt to contact a private school in the Not Applied Private School List:

- Click the Add button to record a new contact attempt.
- Insert the district phone number and name of person making contact.
- Select the private school from the drop-down menu.
- Select contact type. The log will automatically insert the private school administrator's name and phone number. If you need to record a different name and/or phone number, do so in the Comments box.
- The log will automatically record the contact date and time. If you need to record a different date and/or time, do so in the Comments box.
- Insert your comments in the Comments box.
- Click on the Save button.
- Repeat steps above to add other contact attempts.

NEW! ENROLLMENT REPORT

The Enrollment Report is now located in the "Reports" tab under "District Reports." The Enrollment Report page shows the same information as before (a matrix of the Participating Schools in your district with enrollment totals, and the federal programs in which the schools have chosen to participate). Click on the Download button to save as an Excel spreadsheet. Print this page and the Contact Log after April 30, when the application closes to private schools.

NEW! NEARBY DISTRICTS AND PRIVATE SCHOOLS REPORT

This report provides a list of districts identified by a private school as having students who reside in your district boundaries. Note that some of the private schools may NOT be in your district boundaries. Use this list to facilitate communication between nearby districts and private schools to identify students that may be eligible for services.

NEW! CONSULTATIONS TAB

The Consultations tab is new. It displays only those private schools that have submitted their application (intent to participate) and chose participation. Note that private schools can access this tab, but can only view the information.

The Consultations tab will collect specific information for each participation private school. Click "Update" to provide/view the following information:

- Dates of Consultation–District enters the initial date of consultation and dates of ongoing consultation. Enter dates where two-way communication between the district and private school has occurred and decisions have been made that impact services to the private school, e.g., in-person meetings, emails, telephone conversations.
- Private School's choice of federal programs for participation–this field automatically uploads from the private schools application (intent to participate).
- Affirmation of Consultation Upload–Districts must upload the signed Affirmation of Consultation for each participating private school.
- Title I, Part A Record of Agreed Upon Services Upload–If private school requests participation in Title I, Part A, districts must upload the signed Record of Agreed Upon services.
- OSPI Approval of Documentation–OSPI Private Schools Unit will review and approve consultation information and uploads.
- Meaningful and Timely Consultation Occurred–OSPI Private Schools Unit will determine (based on the Affirmation of Consultation upload) that timely and meaningful consultation did or did not occur.
- OSPI Follow-up–OSPI Private Schools Unit will note any follow up information.
- Consultations Tab Completion–OSPI Private Schools Unit will mark the consultations tab complete when all required documentation is uploaded and correct.

Districts must complete the Consultations tab for each participating private school and is a requirement for review and approval of your applicable federal programs yearly applications in iGrants.

Private School Participation in Federal Programs

Consultation

[Save]   [Cancel]

Private School:

Dates of Consultation:

[_____] [📅] [Add Date]

	Date
Delete	3/27/2017
Delete	4/19/2017

Programs:

Program
Title I Part A--Improving Basic Programs Operated by Local Educational Agencies
Title II Part A Subpart 2--Teacher and Principal Training and Recruiting
Title III--English Language Acquisition
Title IV Part B--21st Century Community Learning Centers
Carl D. Perkins Vocational
Title IV Part A--Student Support and Academic Enrichment Grants

Affirmation of Consultation Upload:

	File	Uploaded By	Upload Date
Delete	Upload Test.xlsx	Test	3/16/2017

Title I, Part A Equitable Services Upload:

File: [_____] [Browse...]

OSPI Approval of Documentation:

[No ▼]

Was Consultation Meaningful and Timely:

[No ▼]

OSPI Follow up:

[   ]

Complete:

[No ▼]

[Save]   [Cancel]

If you have any questions regarding this information, please contact the Private Schools Unit at 360-725-6100 or email julie.chace@k12.wa.us or maryjo.johnson@k12.wa.us.

If you have trouble logging into the EDS system or experience technical difficulties, contact OSPI's Customer Support office at CustomerSupport@k12.wa.us, or 1-800-725-4311.