

DRAFT
EXAMPLE OF A TIMELINE FOR LEA CONSULTATION
WITH PRIVATE SCHOOL OFFICIALS *

MONTH	LEA ACTIVITY	EXPLANATION
November/December Prior to next school year	<p>Obtain complete list of all private schools with students who are residents of the LEA.</p> <p>Meet with private school officials to review timeline and consultation process. Establish a consultation calendar and poverty data collection procedures.</p>	List serves as basis for asking all private school officials if they want their eligible students to participate in Title I the next school year. See §1120(a) & (c).
December thru February Prior to next school year	<p>Obtain from principals or a central office serving a group of private schools the following poverty data (as appropriate) on private school students*:</p> <ul style="list-style-type: none"> • Free and reduced priced lunch (LEA must use, if available) • Poverty survey that parents complete (LEA must extrapolate) • Alternative poverty data such as scholarships, TANF, Medicaid, etc. • Proportionality <p>* Request only addresses and grade levels.</p>	<p>Private school students from low-income families who live in Title I participating public school attendance areas generate funds for instructional services.</p> <p>See §1120(c)(1) & §200.78.</p>
February/March Prior to next school year	<p>Match addresses of private school students from low-income families to participating public school attendance areas.</p> <p>Estimate the amount of funds generated for instruction using the same estimated per pupil amount as that used for public school students in participating public school attendance areas.</p> <p>Meet with private school officials to discuss poverty data results, amount of estimated instructional funds generated, and determine if funds will be pooled or not, or a combination of both options.</p>	<p>Required in §1120(a)(4).</p> <p>Required in §1120(b)(1) & (2) and §200.64(a)(2)(ii).</p>

MONTH	LEA ACTIVITY	EXPLANATION
<p>April/May Prior to next school year</p>	<p>Determine the multiple educationally related criteria used to select eligible students (educationally needy students who reside in Title I attendance areas) in consultation with private school officials.</p> <p>Obtain from private school officials lists of names, addresses, and grades of private school students who meet the criteria.</p> <p>Select for Title I services those students most at-risk from these lists.</p> <p>Discuss with private school officials the needs of selected students, appropriate Title I services to serve those needs, and location of services.</p> <p>Design services that meet participants' needs based on consultation, using the estimated amount of funds generated by private school students and the equitable share of funds reserved for district wide instructional activities for public elementary and secondary school students.</p> <p>Determine with private school officials the standards and annual assessments for measuring progress of the Title I program.</p> <p>Define annual progress. Determine criteria for making program modifications when annual progress is not achieved.</p> <p>Assess the achievement of current year's program using the standards previously agreed upon last year. After appropriate consultation, make modifications to next year's Title I program, if annual progress has not been met.</p>	<p>Multiple educationally related criteria required under §1115(b). Required in §200.62(b).</p> <p>Required in §1120(b).</p> <p>Required in §200.62(b)(2).</p> <p>Required in §1120(b)(1) and §200.63(a) and (b).</p> <p>Required in §200.64.</p> <p>LEA must assess quality and effectiveness of Title I program each year. LEA modifies the design of services if annual progress is not met.</p> <p>See §1120(b)(1)(D) and §200.63(b)(5).</p>

MONTH	LEA ACTIVITY	EXPLANATION
<p>May/June Prior to next school year</p>	<p>Determine in consultation with private school officials the professional development and parent involvement needs of private school teachers and families of participants.</p> <p>Design activities that LEA will implement the next school year (independently or in conjunction with LEA activities) for teachers and families of participants.</p> <p>Inform private school officials of program designs, service delivery models, number of Title I participants, allocations, location of services, and estimated costs. Provide opportunities for private school officials to comment.</p> <p>Update private school officials if there are any changes. Generate a list of students who will receive Title I services beginning in September of the next school year.</p> <p>Obtain written affirmation from private school officials or their representatives that timely and meaningful consultation has occurred. Consultation must be ongoing, however, and should continue throughout the school year.</p> <p>Complete all necessary Board reports, contract negotiations, ordering of materials, hiring of teachers, etc. Consultation should be completed for the next school year prior to LEA submitting its Title I application to the SEA.</p>	<p>Equitable services for teachers and families of participants apply to funds reserved under §§1118 and 1119. Required in §1120(a) and §200.65.</p> <p>LEAs must provide opportunities for consultation with private school officials if program is modified or private school officials request more discussion. Required in §1120(b) and §200.63.</p> <p>Required in §1120(b)(4) and §200.63(e).</p> <p>These actions ensure that programs will begin at the start of the school year. See §1120(a)(3) and §200.62(a)(1).</p>

MONTH	LEA ACTIVITY	EXPLANATION
August Prior to beginning of school year	Report on readiness of Title I program for private school participants to private school officials.	Private school officials should be aware how LEA will implement the program in September, including staffing, number of students to be served, location, etc. See §1120(b)(2) and §200.63(c).
September of school year	LEA begins Title I services for students identified the previous spring as participants and provides private school officials with their names, services provided, and names of Title I teachers. Obtain a list of newly enrolled students who meet eligibility criteria. Consult with private school officials on how new students might be accommodated in the program. Implement professional development and parent involvement activities based on previous spring's consultation.	See §1120(a)(3) and §200.62(a)(1). See §200.65.
October of school year	LEA provides information about possible adjustments and program changes to private school officials. Start planning for the next school year's consultation cycle.	Required in §1120(b)(2) and §200.63(c).
<p>* Responsibilities of private school officials who want services for their eligible students: participate in consultation; provide list of addresses and grade levels of children from low-income families; provide list of names, addresses, and grade levels of children who meet educational eligibility criteria; suggest ideas, program designs, and modifications that meet the needs of their eligible children, teachers, and families; and provide a dedicated space, if appropriate.</p>		
<p><i>This is not an official Department of Education document. It is provided only as an example.</i></p>		