

Private School Equitable Services Timeline

The following is a sample timeline for school districts

Timeframe	Task
Late Fall of prior school year	<ul style="list-style-type: none">• Reach out to all private schools with students who are residents of the district.• Provide information about and/or meet with private school officials to review timeline and consultation process.• Establish a consultation calendar and low-income data collection procedures for Title I-A. Let them know they will be asked in the spring if they want to receive equitable services under any, or all the ESEA federal programs in the next school year.
Winter of prior school year	<ul style="list-style-type: none">• Obtain from principals of private schools that are considering participation in federal programs information on student enrollment counts (for Title II-A and IV-A, eligible migratory students or English learners for Title I-C and III-A), and low-income data (grade levels and addresses of students from low-income families for Title I-A).• Match addresses of private school students from low-income families to participating public school Title I-A attendance areas to determine count of low-income students for generating funding for equitable services under Title I-A.• Estimate the amount of funds available for equitable services under all programs based on student counts provided.
Spring of prior school year	<ul style="list-style-type: none">• Meet with private school officials for consultation.• Discuss poverty data results, the amount of estimated funds available for all programs, and determine which private schools plan to receive benefits in the next school year.• Obtain written affirmation from private school officials or their representatives that timely and meaningful consultation has occurred, and agreement to participate in services, if applicable, or document decision not to participate, or refusal for consultation.
Late Spring of prior school year	<ul style="list-style-type: none">• In consultation with participating private schools, determine multiple educationally related criteria used to select eligible students for Title I-A services (educationally needy students who reside in Title I-A attendance areas), types of services to be provided, location of services, etc.• Determine appropriate services to be provided under each applicable federal program.• Design services that meet participants' needs based on consultation, using the estimated amount of funds allocated through the proportionate share for private school children, teachers, and families.• With private school officials, determine the standards and annual assessments for measuring progress of the Title I-A program and measures of effectiveness for other programs.• After appropriate consultation, make modifications to next year's Title I-A program, if annual progress has not been met. Consultation must be ongoing, however, and should continue throughout the school year.
Before start of school year	<ul style="list-style-type: none">• Consult with participating private schools on the implementation of services to private school students, teachers, or families as designed.

Timeframe	Task
Start of school year	<ul style="list-style-type: none"> District begins providing services, as applicable, for students, teachers, and families as planned. Consult with private school officials on how new students might be accommodated in the program.
Late Fall of current school year	<ul style="list-style-type: none"> District consults with participating private schools to review delivery of services and makes any adjustments or program changes needed. Start planning for the next school year's consultation cycle.
Winter of current school year	<ul style="list-style-type: none"> Monitor spending of funds allocated for private school services to ensure services are being provided and funds are being drawn down appropriately
Spring of current school year	<ul style="list-style-type: none"> Consult with participating private schools about continuing participation in next school year.
End of current school year	<ul style="list-style-type: none"> Finalize services and determine if any funds remain. District must consult with private school officials about how to use remaining funds or whether they will be carried forward into next school year.