**Non-Public School Consultation Reminders:**

1. Consultation is an “ongoing” process. LEAs must “invite” non-public school officials prior to making LEA decisions regarding the use of federal funds
* Consultation must include means to determine non-public school student poverty identification, availability of services, types of services to be rendered, assessment options, and evaluation information. A complete list of requirements for consultation can be found in the “*Title IX, Part E Uniform Provisions Subpart 1 – Private Schools, March 2009,” Section D, pages 3 – 9. (eGAP Document Library, Non-Public Schools)*
* Timely and meaningful consultation must be documented throughout the ongoing process. A sample of the “Affirmation of Consultation Letter,” which can be modified to meet the needs of the LEA can be found in the eGAP *Document Library, Non-Public Schools.*
	1. ALL non-public schools **within the geographic boundaries of the LEA must be contacted.** For Title I purposes, the “services are linked to where the student lives and “would have attended the zoned Title I non-public school.” **For Title II and III purposes, the “services are linked to the location of the non-public school.”**
* If the LEA is aware of students attending a non-public school in another district, the non-public school ­should be contacted regarding that student’s eligibility, the possibility of him/her receiving services. Even if the student is in another LEA, the initial poverty requirements and subsequent multi-criteria selection is still applicable.
	+ - *NOTE: Providing services to Title I eligible students attending non-public school in another district is a Title I requirement only.*
	1. *Initial contact / consultation should begin in the spring of each year.*  The LEA should correspond with each non-public school to determine if they want to participate with federal funds. The “Letter of Intent to Participate” should explain which fund sources the LEA participates in and the purpose of each fund source. It needs to also include the Non-Public school “Right to Complain” procedure. A sample letter of Intent to Participate is available in the *eGAP Document Library, Non-Public Schools,* as well as in the Non-Regulatory Guidance, 2009.
* During the early spring of each year the SDE requests that each LEA complete a Non-Public School Enrollment Survey. This survey addresses student counts for Title I-C, Migrant, Title II, and Title III. Title I student counts will need to be obtained at a later time to address enrollment counts for e-Gap (Consolidated Application).
* The Non-Public School Enrollment Survey, which is sent to your LEA, is due in March of each year. You will be notified of the exact date.
1. The U.S. DOE has published “Ensuring Equitable Services to Private School Children: A Title I Resource Tool Kit.” The document can be found and downloaded from <http://www.ed.gov/programs/titleiparta/ps/titleitoolkit.pdf> and is also found in the *eGAP Document Library, Non-Public Schools*. The intent of this document is to provide state departments of education and LEAs with sample documents and standard guidance when providing services to non-public schools.

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* Title I, Part A - Provides academic services for Title I eligible non-public school students that reside within a LEA, Title I School geographic boundary. It also provides services to Title I eligible students attending non-public schools in another district.

![C:\Users\mrcameron\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\M2CI4G9R\clip-art-sleeping-111411[1].jpg]()*It’s where the child sleeps at night.*

* Title II, Part A – Provides equitable professional development services to non-public school teachers and other educational personnel. *It is only provided by the district in which the non-public school is located.*
* Title III – Provides equitable services for non-public school Limited English Proficient (LEP) students by employees of the LEA or through a contract made by the LEA with a third party. *LEP students must be given an initial screening and assessed annually for their level of English proficiency.*
* Title I Part C, Migrant – Provides equitable services for non-public school students that meet the statutory/regulatory definition of a migrant child.
* Title IV, Part B, 21st Century Community Learning Centers – Competitive Grant.