



**Alabama State Department of Education
Communication with Private Schools
OUTREACH LOG**



REQUIREMENT

LEAs are responsible for contacting officials in all private schools within the LEA attendance area to notify them of the opportunity for their students and teachers to obtain equitable services under the CARES Act.

WHAT DOCUMENTATION DO I NEED TO COMPLETE?

LEAs are required to be able to demonstrate it has made a good-faith effort to contact all the private schools in the LEA attendance area. An LEA will need to produce documentation to show that a good-faith effort was demonstrated. This document will meet the requirement.

WHAT IS A "GOOD-FAITH EFFORT"?

A "Good-Faith Effort" in the State of Alabama is at least 3 attempts to reach a private school using 2 or more methods (i.e. phone call, certified mail, returned receipt email, etc.).

WHAT HAPPENS IF A PRIVATE SCHOOL DOES NOT RESPOND?

If a private school declines to participate in any federally funded programs or does not respond to an LEA's good-faith effort to make contact, the LEA has demonstrated due diligence to provide equitable services to students or teachers at that school.

OUTREACH LOG DOCUMENTATION

_____ attempted to contact _____ in the following ways:
(LEA/School District Name) (Private School Name)

Attempt #	Method	Date (mm/dd/yyyy)	Status
1			
2			
3			

Additional Notes:

Signature of LEA Superintendent or Designee
(Adobe Digital Signatures are allowed)

Date
(mm/dd/yyyy)

NOTE: Be prepared to provide evidence/documentation for all attempt(s) made to contact private schools. Once a successful attempt has been made to a private school, no additional methods need to be recorded on the log. Once three attempts are made with no success, no additional outreach is necessary.