

ESSA
 Equitable Services for Private Non-Profit Schools Checklist
 LEA Services to Eligible Private Non-Profit School Children
 School Year: _____

Name of LEA

Title I Director

Title I Director Signature: _____ Date:

Under the Every Student Succeeds Act (ESSA), the Equitable Services Provision for eligible students attending private non-profit (PNP) schools applies to each of the following Title programs: Title I Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV Part A; and Title IV, Part B. Each LEA must provide timely and meaningful consultation with all PNP schools located in the LEA’s boundaries regarding the services available for eligible private school children, their teachers and other educational personnel, and their families. (ESEA sections 1117 and 8501)

Directions: Depending on the LEA situation, do ONE of the following:

- If you have no private schools or no PNP schools interested in the ESSA services listed above, send this form signed with Table 1 completed.
- If PNP school officials are interested in the ESSA services listed above, but choose not to participate after meaningful consultation, please complete Table 1 and the **Affirmation of Consultation with Private School Officials** form.
- All LEAs who will provide ESSA services to eligible children in PNP schools, please complete Tables 1, 2, and 3 and the **Affirmation of Consultation with Private School Officials** form.

Table 1. Identification of Private Schools in LEA

Program Requirement	Description	LEA Response
A. Identification of PNP schools in LEA	List all PNP schools in the LEA.	
B. Conduct LEA/PNP school meeting	Describe how the LEA contacted and met with PNP school officials. <ul style="list-style-type: none"> • Identify meeting date(s) and location. • Describe methods of communication (phone, email, letter, etc.). • Summarize the content of the meeting. 	

2. Consultation with Private School Officials

ESEA sections 1117 and 8501 regulations require that timely and meaningful consultation occur between the LEA and the PNP school officials prior to any decision that affects the opportunities of eligible PNP school children. **Please submit the annual Affirmation of Consultation with PNP School Officials (see pp. 5-6 of this document) through the Desktop Monitoring Instrument (DMI).**

Table 2. Description of Title I Services to Eligible Students in PNP Schools

Program Requirement	Description	LEA Response
A. Identification of PNP schools receiving ESSA services	List all PNP schools that will receive services.	
B. Identification of grade-spans to be served	List the grade-span(s) in the PNP school(s) that will receive services.	
C. Identification of eligible students	Describe the process used to identify eligible PNP school students for each ESSA program.	
D. Description of ESSA services	Describe the ESSA services that will be provided to eligible PNP school students. <ul style="list-style-type: none"> • Identify how the services will be supplemental in nature to ensure not to supplant the PNP school instruction. • How has the LEA determined that these services are equitable compared to public school services? • How will the LEA ensure that services are provided only to eligible PNP school students? 	
E. Location of ESSA services	Identify the location and space in which instructional services will be provided. <ul style="list-style-type: none"> • Services may be provided onsite at the PNP school, including religious schools. If space is not available at the PNP school, the LEA is required to find other appropriate space. 	
F. ESSA instructional staff	Identify the staff (teachers and paraprofessionals) who meet State licensure requirements and will provide instructional services. <ul style="list-style-type: none"> • If the instructional services are delivered by a paraprofessional, how will the LEA provide supervision by a teacher employed by the LEA that meets State licensure requirements (including supervision in close proximity)? 	
G. Assessment of student progress	Identify the assessment tools that the LEA will use to measure the academic achievement of PNP school students receiving ESSA services.	

Table 3. Description of Title I Funds and Mandatory Set-asides

Program Requirement	Description	LEA Response
A. Budgeting ESSA Funds for PNP school services	Determine the amount available for services to PNP school children. <ul style="list-style-type: none"> • Calculate the per poverty child amount of ESSA funds allocated to eligible LEA school(s) multiplied by the number of eligible PNP school children from the participating attendance area(s). 	
B. Parental engagement set-aside	Determine the amount of funds that must be reserved for parental engagement. <ul style="list-style-type: none"> • Calculate the proportionate share of the LEA parental engagement set-aside funds that must be used for parents of eligible PNP school children. 	
C. Professional development set-aside	Determine the amount of funds that must be reserved for professional development. <ul style="list-style-type: none"> • Calculate the proportionate share of the LEA professional development set-aside funds that must be used for teachers of eligible PNP school children. 	

For more information, please contact Sandra Grant, Title I Fiscal Compliance Specialist, at (801) 538-7844 or Sandra.grant@schools.utah.gov.

For more information, please contact Dr. Rebecca Donaldson, Federal Programs Coordinator, State Ombudsman for ESSA Equitable Services, at (801) 538-7869 or rebecca.donaldson@schools.utah.gov.

**LEA AFFIRMATION OF CONSULTATION
WITH PRIVATE NON-PROFIT SCHOOL OFFICIALS**

The goal of consultation is agreement between the LEA and appropriate PNP school officials on how to provide equitable and effective services for eligible PNP school children under the Equitable Services Provision of the Every Student Succeeds Act (ESSA). Under ESSA, the Equitable Services Provision applies to Title I Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV Part A; and Title IV, Part B. (ESSA sections 1117 and 8501.)

The “goal of reaching agreement” between an LEA and appropriate PNP school officials is grounded in timely, meaningful, and open communication between the LEA and the PNP school officials on key issues that are relevant to the equitable participation of eligible PNP school students, their teachers and other education personnel, and their families in ESSA programs.

The following topics must be discussed during the ongoing consultation process:

- How the LEA will identify the needs of eligible PNP school children.
- What services the LEA will offer to eligible PNP school children.
- How and when the LEA will make decisions about the delivery of services.
- How, where and by whom the LEA will provide services to eligible PNP school children, including a thorough consideration and analysis of the views of the PNP school officials on the provision of services through a contract with a third-party provider.
- How the LEA will academically assess the services to eligible PNP school children in accordance with ESSA and how the LEA will use the results of that assessment to improve ESSA services.
- The size and scope of the equitable services that the LEA will provide to eligible PNP school children and, consistent with ESSA, the proportion of funds that will be allocated to provide these services.
- The method or sources of data that the LEA will use under ESSA determine the number of eligible PNP school children from families residing in participating public school attendance areas, including whether the LEA will extrapolate data, if a survey is used.
- The equitable services the LEA will provide to teachers and families of participating PNP school children.
- How the proportion of funds allocated for equitable services is determined.
- Whether the LEA will provide services directly or through a separate government agency, consortium, entity or third-party contractor.
- If the LEA disagrees with the views of the PNP school officials on the provisions of services through a contractor, the LEA must provide the PNP schools the reasons in writing why the LEA chooses not to use a contractor.
- Whether to provide equitable services to eligible PNP school children by pooling funds or on a school-by-school basis.
- When, including the approximate time of day, services will be provided.
- Whether to consolidate and use funds available for equitable services under each eligible program covered in ESSA to provide services to eligible PNP school children in participating programs.
- The written affirmation that consultation has occurred must provide the option for PNP school officials to indicate such officials’ belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to eligible PNP school children.

**LEA AFFIRMATION OF CONSULTATION
WITH PRIVATE NON-PROFIT SCHOOL OFFICIALS**

We agree that timely and meaningful consultation occurred before the LEA made any decision that affected the participation of eligible PNP school children in the ESSA Title programs to which the Equitable Services Provision applies.

Public School Official Date

PNP School Representative Date

School District

Name of PNP School Agency or School

The LEA must maintain a copy of this form in its records. A copy of the form must also be uploaded in the Desktop Monitoring Instrument (DMI) on an annual basis.