



## Suggested Title I Timeline for LEA Consultation With Non-Public School Officials

Month(s)	LEA Activity
<p><b>November - December</b> In preparation for the next school year and the current school year</p>	<ol style="list-style-type: none"> <li>1. Review the implementation of the current year program and address any issues that have been noted. Discuss the need for an amendment to the programming/budget with the non-public school official.</li> <li>2. Maintain a current list of all non-public schools with students who are residents of the Local Educational Agency (LEA).</li> <li>3. Meet with non-public school officials to review consultation timeline and consultation process.</li> <li>4. Establish a calendar for on-going consultation.</li> <li>5. Review procedures for collecting poverty data for next school year.</li> </ol>
<p><b>December - February</b> In preparation for the next school year and the current school year</p>	<ol style="list-style-type: none"> <li>1. Review current program services with non-public school official to ensure effective implementation.</li> <li>2. Discuss with non-public school official adjustments in the programming and/or budgets that must be reflected in the grant through an amendment.</li> <li>3. Review the funds expended for the non-public school program to date and make plans for funding that must be expended during the current school year as previously planned.</li> <li>4. If additional funds were generated through a final allocation or carryover, conduct consultation as required on these new funds.</li> <li>5. Obtain from non-public school officials poverty data for non-public school children for next school year.</li> </ol>
<p><b>February - March</b> In preparation for the next school year and the current school year</p>	<ol style="list-style-type: none"> <li>1. Match addresses of non-public school students from low-income families to participating public school attendance areas for next year.</li> <li>2. Reach out to adjacent districts. Who are their participating non-public schools? Have any of those schools indicated they may potentially have non-public school students from your district?</li> <li>3. 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 for next school year.</li> <li>4. Meet with non-public school officials to discuss poverty data collected, amount of estimated allocation, and determine if funds will be pooled, not pooled, or a combination of both options for next year.</li> </ol>



<p><b>March - April</b> In preparation for the next school year and the current school year</p>	<ol style="list-style-type: none"><li>1. Review the criteria that were used for the current school year for effectiveness in correctly identifying students in need of Title I services.</li><li>2. Determine the multiple, educationally related, objective criteria to be used to select eligible students in consultation with non-public school officials for next school year.</li><li>3. Obtain from non-public school officials lists of names, addresses, and grades of non-public school students who meet the criteria for next year.</li><li>4. From these lists, work with the non-public school officials to select for Title I services those students most-at-risk of failing, as decided in consultation.</li><li>5. Discuss with the non-public school officials the needs of selected students, appropriate Title I services to serve those needs, and location of services, including where and when those services will be provided.</li><li>6. Design services for next school year that meet participant's needs based on consultation, using the estimated amount of funds generated by non-public school students.</li><li>7. Determine with non-public school officials the standards and annual assessments for measuring progress of the Title I program.</li><li>8. Define annual progress. Determine criteria for making program modifications when annual progress is not achieved.</li><li>9. Assess the achievement of current year's program using the standards previously agreed upon last year.</li><li>10. After appropriate consultation, make modifications to next year's Title I program if annual progress has not been met.</li></ol>
<p><b>April - June</b> In preparation for the next school year</p>	<ol style="list-style-type: none"><li>1. Determine in consultation with non-public school officials the professional development and parent involvement needs of non-public school teachers and families of non-public school participants.</li><li>2. Design activities that the LEA will implement the next school year for teachers and families of participants.</li><li>3. Inform non-public school officials of tentative program designs, service delivery models, number of Title I participants, allocations, location of services, and estimated costs. Provide opportunities for the nonpublic school officials to comment.</li><li>4. Update non-public school officials if there are any changes. Generate a list of students who will receive Title I services at the beginning the next school year.</li></ol>



	<p>5. Obtain written affirmation from non-public school officials that timely and meaningful consultation has occurred. Consultation must be ongoing, throughout the school year.</p> <p>6. Consultation must be completed prior to LEA submitting its Title I application to the SEA.</p>
<p><b>August - September</b> In preparation for the beginning of the school year</p>	<p>1. Report on the readiness of the Title I program to the non-public school officials.</p> <p>2. Non-public school officials should be aware how LEA will implement the program, including staffing, number of students to be served, location, etc.</p> <p>3. LEA begins Title I services for the students identified the previous spring as participant and provides non-public school officials with their names, services to be provided, and names of Title I teachers.</p> <p>4. Obtain a list of newly enrolled students who meet eligibility criteria. Consult with non-public school officials on how new students might be accommodated in the program.</p> <p>5. Initiate professional development and parent involvement activities based on previous spring's consultation if funds are being used for these activities.</p>
<p><b>October</b> In preparation for the next school year and the current school year</p>	<p>1. LEA provides information about possible adjustments and program changes to non-public school officials.</p> <p>2. Start planning for the next school year's consultation cycle.</p>

Key issues relating to the provision of Title I services are discussed during consultation, which provide an opportunity for both the public and non-public school officials to express their views and to have those views considered. Ultimately, the LEA is responsible, through collaboration, for planning, designing, and implementing the Title I program and not delegate that responsibility to the non-public schools or their officials.

As a result, non-public school officials who want services for their eligible students should be aware of their roles in the consultation process to ensure that Title I programs designed by the LEA effectively meet the needs of their participating children, their teachers, and their families. Roles for the non-public school officials are:

- Participating in consultation;
- Providing lists of addresses and grades of low-income families;
- Providing lists of names, addresses, and grade levels of children who meet the multiple, educationally related, objective criteria for participation eligibility;
- Suggesting ideas, program designs, and modifications that meet the needs of their eligible children, their teachers, and their families; and
- Providing a dedicated space to conduct services, if appropriate.