

LEA Consultation Meeting Checklist

This Equitable Services consultation for Title services list below is the minimum to be discussed between the LEA and private school officials. This list is not exhaustive but is the basis for a timely and meaningful consultation between the LEA and the private school. This consultation meeting is central to the equitable services process and requires planning and some gathering of information to be sure the discussion is meaningful. The scheduling of the consultation meeting is the responsibility of the LEA, however, if they have not been in contact within a reasonable timeframe in the spring semester, it is advised to reach out and ask for consultation to begin. Both the LEA and the private school leader should have some knowledge and expertise to make sure the school's students and staff needs are met.

General:

- How will the needs of the nonpublic school be determined and how/when that will be communicated?
- Will Title II or IV funds be transferred into another title fund as allowed under Title V, Section 5103?
- What will the admin charge(s) and indirect (restricted) fee(s)/cost(s) be for each title fund?
- Does the non-public school intend to combine title funds with another non-public school(s)?
- Does the school wish to contract with a third-party provider to deliver title services?

Title I:

- Total available funds for Title I?
- What method or source(s) of poverty data will be used to determine eligibility?
- What academic-related criteria or data source(s) will the private school use to identify students needing services?
- What services will be offered to the Title I eligible students?
- What subject areas will be provided for services?
- How, where, and by whom will the services be provided: method, delivery, frequency etc? Would the private school like to request the use of a third-party to provide services?
- How will Title I services be assessed, and how will the results of those assessments be used to improve services?
- What services will the LEA provide to the teachers and families of eligible students?



Link to Title I , Part A Equitable Services guidance:

<https://www.ed.gov/sites/ed/files/2023/05/Title-I-ES-guidance-revised-5-2023.pdf>

Title II:

- Total available funds for Title II?
- How will the needs of the nonpublic school be determined, and how/when that will be communicated?
- Number of teachers?
- What services will be offered, including the allowable use of funds: PD workshops, coaching, in-person/virtual/hybrid?
- What are the processes for districts outside of registration/reimbursement? Will funds be transferred to Title I or Title IV?



Link to Title II Part A guidance:

<https://www.ed.gov/sites/ed/files/policy/elsec/leg/essa/essatitleiipartaguidance.pdf>

Title III:

- Total available funds for Title III?
- How will students be identified as English Learners (ELs)?
- How will the needs of eligible ELs, their teachers, and other educational personnel be identified?
- What services will be provided to meet the language development needs of identified ELs?
- How, where, and by whom will the services be provided: method, delivery, frequency etc?
- How will Title III services be assessed, and how will the results of those assessments be used to improve services?



Link to Title III guidance:

<https://www.ed.gov/sites/ed/files/policy/elsec/leg/essa/essatitleiii guidenglishlearners92016.pdf>

Title IV:

- Total available funds for Title IV?
- What is the per pupil allocation estimate for next year?
- What services will be offered, including allowable use of funds?
- Will funds be transferred to Title I or Title II?



Link to Title IV guidance:

<https://www.ed.gov/media/document/essassaegrantguid10212016pdf-1>