

Iowa Department of Education

STATEMENT OF AGREEMENT (PRIVATE SCHOOLS)

Note: If your district provides Title I service to a private school, the Statement of Agreement form must be completed in order to receive Title I funding.

For technical assistance on the statement of agreement process, contact the Title I consultant for your particular AEA.

Section 1120 of the No Child Left Behind Act of 2001 (NCLB) mandates Title I services for children in private schools under Title I of ESEA. In summary, the key provisions of the legislation stipulate that:

1. Any district serving a private school must complete the Within District Targeting of Funds form of the Title I electronic Internet application. The completion of this form determines the amount of funds available to provide Title I services to eligible students in the private school. **Note:** Even if the private school declines Title I services, the Within District Targeting of Funds and Statement of Agreement forms **MUST** be completed.
2. Timely and meaningful consultation between public and private school administrators must be held to discuss services to be provided in the private school, private school eligibility for Title I services, and evaluation of the Title I services provided to the private school. Documentation of the meeting is required (agenda, notes, e-mails). **Note:** In the case of declined services, the notification to this effect must be maintained as part of the Title I application.
3. The LEA and the private school must each retain a summary of Title I services to be provided to private schools.
4. Services in private schools are provided to private school children who reside in a Title I participating public school attendance area/s and are in the greatest educational need of those services.
5. Title I eligible private school students must be selected using multiple, educationally related, objective criteria established by the LEA. Poverty is **NOT** a criterion for receiving Title I services.
6. Title I funds for service in a private school are based on the documented student poverty count in the private school.
7. Title I services in a private school must be equitable to those provided in the public school—as funds described above allow.
8. The public school district is never allowed to pay or remit Title I money directly to the participating private school; the public school is always the fiscal agent. Services, materials and equipment must be ordered and paid for by the LEA.
9. Equipment and supplies purchased with Title I funds for use in a private school must be labeled “Title I” and are the property of the public school through which the Title I dollars flow. Computer equipment and other materials and supplies can only be used by and for Title I eligible students in the Title I program.
10. Title I services can only be provided to Title I eligible students. Services must be provided in a separate space that is under the LEA’s control when Title I services are being provided. If the services are provided in a library or private school classroom, the space must be separate and partitioned off.
11. Multiple private schools in an LEA may pool funds and provide services as a single entity.
12. Public and private schools in the same LEA do not have to provide services to the same grade span group.
13. Title I services in a private school must operate as Targeted Assistance Programs. Schoolwide Programs in private schools are not allowed under the NCLB law.

14. Title I programs in private schools must be evaluated using a process similar to that of the public school programs.

The purpose of the Statement of Agreement form is to ensure that the LEA will provide educational services to help educationally disadvantaged children enrolled in private schools meet high standards. All Title I applications covered by this agreement must be in accordance with provisions of P.L. 107-110, pertinent State statutes and opinions of the Attorney General. This agreement may be terminated by mutual consent of both parties at any time during the school year.

The activities covered by this agreement shall be funded through Title I, No Child Left Behind Act of 2001 funds allocated to the LEA and must be supervised and administered by the local education agency..

The Statement of Agreement form will be initiated by the district Title I coordinator and affirmed by the private school official. If there is more than one private school within the LEA, a separate form must be completed for each private school even if Title I services have been declined. Click on the appropriate private school name from the Title I program list on the Title I Home screen to select the Statement of Agreement form.

Title I		District not Updated	
Form Name	Status	Updated By	Updated
Title I Assurances	District not Updated		8/18/2014
Selection of Schools	District not Updated		8/18/2014
General Budget	District not Updated		8/18/2014
Homeless Education	District not Updated		8/18/2014
Staff Assignments	District not Updated		8/18/2014
Within District Targeting of Funds	District not Updated		8/18/2014
Title I Narratives for Targeted Assistance	District not Updated		8/18/2014
Schoolwide Operating Programs	District not Updated		8/18/2014
Upload parent policy and compact	District not Updated		8/18/2014
→ Notre Dame Elementary School Statement of Agr...	District not Updated		8/18/2014
→ Notre Dame High School Statement of Agreemen...	District not Updated		8/18/2014
Title I Equipment Inventory	District not Updated		8/18/2014

Note: Complete this form for each approved private school in your LEA; even if the private school has declined Title I service.

If the LEA disagrees with the views of the private school officials on the provisions of services through a contract, the LEA must provide the private schools the reasons in writing why the LEA chooses not to use a contractor.

The purpose of the agreement is to provide educational services to help educationally disadvantaged children enrolled in private schools meet high standards. All Title I applications covered by this agreement must be in accordance with provisions of HR 1, pertinent state statutes and opinions of the Attorney General. This agreement may be terminated by mutual consent of both parties at any time during the school year.

The activities covered by this agreement shall be funded through Title I, NCLB funds allocated to the LEA and must be supervised and administered by the LEA.

Official Name of Private School: Notre Dame Elementary School 0882 8104

Authorized Representative: Jennifer Alongi Title: Principal Email: jennifer.alongi@bnotredar

Title I services for private school students must be developed in consultation with officials of the private school. The No Child Left Behind Act (NCLB) requires timely and meaningful meetings with private

school officials and a written affirmation from private school officials that the required consultation has occurred. The Statement of Agreement form has been revised to meet this requirement.

The Statement of Agreement form includes a separate form for each accredited private school within the LEA. The name of the private school and the name and title of the authorized private school representative will be automatically entered on the form. The status information on the Title I Home screen will give an update of the progress of the district in completing the required steps of the Statement of Agreement process and will give a final outcome for each consultation. Please confirm and/or update names and email addresses before pressing the finish button.

<input type="text"/>	School start date for Notre Dame Elementary School
<input type="text"/>	Date of consultation meeting with Notre Dame Elementary School
<p>It is understood that Section 1120(b) of the Elementary and Secondary Education Act and Section 200.63 of the Title I regulations requires consultation to take place between appropriate public and private school officials prior to any decision that affects the implementation of Title I services or the opportunities of eligible private school children, teachers or other educational personnel to participate in programs under this act in this private school.</p> <p>Note that the consultation between public and private school officials doesn't necessarily mean that agreement upon the following have been reached, but simply that they were discussed as part of the consultation noted above with respect to Title I services to be provided for the 2014 - 2015 school year.</p>	
<input type="radio"/> Yes <input type="radio"/> No	Did the officials from Notre Dame Elementary School attend the consultation meeting?
<input type="radio"/> Yes <input type="radio"/> No	Will Notre Dame Elementary School participate in the Title I program
<input type="text"/>	Date Title I services were declined by Notre Dame Elementary School

2014-2015 District not Updated

SINA Schools (9) Comments (0) Save Finish Close

Districts that have eligible private schools within their boundaries must respond to the questions regarding private school participation for each private school within the LEA boundaries. The private school start date and the date of timely and meaningful consultation between public and private school officials must be completed. **Note:** The date of the consultation regarding Title I services must be, at a minimum, before the first day of school for the private school.

If the private school has declined Title I service, select "No" for the last two questions and enter the date Title I services were declined by the private school. Click the **Finish** button. The Title I Home screen will change the status to "Waiting on private school" and automatically send an email to the private school official. The private school will be asked to verify that, at minimum, a conversation took place in which the private school declined Title I service for the current school year.

If the private school has attended the consultation and accepted Title I service, select "Yes" for the last two questions. The following table will automatically appear.

Pick One	Location of Title I service
During the consultation meeting, where the following areas addressed?	
<input type="radio"/> Yes <input type="radio"/> No	How the LEA will identify the needs of eligible private school children:
<input type="radio"/> Yes <input type="radio"/> No	What services the public school district will offer to eligible private school children:
<input type="radio"/> Yes <input type="radio"/> No	How and when the public school district will make decisions about the delivery of Title I services:
<input type="radio"/> Yes <input type="radio"/> No	How the public school district will assess academically the services to private school children in accordance with Section 200.10 of the Title I regulations and how the public school district will use the results of that assessment to improve Title I services:
<input type="radio"/> Yes <input type="radio"/> No	The size and scope of the equitable services the public school district will provide to eligible private school children and, consistent with Section 200.64 of the Title I regulations, the proportion of the public school district's Title I funds that will be allocated for services to eligible private school children:
<input type="radio"/> Yes <input type="radio"/> No	The method, or the sources of data, that the public school district will use under Section 200.78 of the Title I regulations to determine the number of private school children from low-income families residing in participating public school attendance areas, including extrapolation if a survey is used:
<input type="radio"/> Yes <input type="radio"/> No	The equitable services the public school district will provide to teachers and families of participating private school children:
<input type="radio"/> Yes <input type="radio"/> No	The service delivery mechanisms the public school district will use to provide services:
<input type="radio"/> Yes <input type="radio"/> No	It is understood that under Section 200.66 of the Title I regulations, the public school district must maintain control of Title I funds at all times and must have the title to materials, equipment and property purchased with Title I funds. The public school district has explained the method that will be used to track materials, equipment and property purchased with Title I funds and located in the private school. Title I equipment and materials may only be used by Title I eligible students and under the direction of Title I paid staff.

Section 200.63 of the Title I regulations address the minimum components that must be discussed as part of timely and meaningful consultation. Timely is defined as before the private school starting date. Meaningful is defined as all key components were discussed. The public school must report whether these components as outlined above were included in the discussion between public and private school officials.

During consultation, remind private school officials they will receive and must respond to email. The private school official will receive an automatic email notification from the Iowa Department of Education Title I web application with instructions on how to review the private school portion of the Statement of Agreement form. It should be understood by both parties that affirmation by the private school official only indicates that each topic was discussed during the public/private school consultation; it does not imply approval of the decision of each topic. Both parties should be aware that the public school has the final say in Title I services and does not have to do all that is asked by the private school. Once the form is affirmed by the private school, the public school official will not be able to make changes to that portion of the Statement of Agreement form. **Note:** Failure on the part of the private school official to affirm the Statement of Agreement form for their private school will prevent the approval of the public school Title I application.

If the district is providing service to a private school, at the first question the user should select whether the Title I services will be located at a neutral site, within the private school or within the public school. The public school representative must then select the appropriate yes or no response for each of the additional questions and click the **Finish** button. There must be a response to each of the items. If the response to any of the discussion components is "No" the public school must go back and continue consultation with the private school until all responses can be answered in the affirmative. Once this occurs and the user clicks the **Finish** button, an email will automatically forward to the private school official for review and affirmation. During this period, the status will reveal that the district is waiting for the private school to respond.

✔ **TIP: Do NOT double-click the Finish button.**

This automatic e-mail from the Iowa Department of Education has been generated by the Title I application of the local Comm School District where your school is located. Local Comm School District has completed the Statement of Agreement with your school. To verify the information provided by the district, please go to <https://portal.ed.iowa.gov/iowalandingpage/Landing.aspx>, login, and select 'PrivateSchool Statement of Agreement.'

Review the information the district has submitted.

*If you need to change the **Authorized Representative, Title, or Email**, make those edits and click the **Save** button.*

*If the information shown is correct and you affirm the Agreement, click the **FINISH** button. The **FINISH** button only indicates that each topic was discussed during the public district/private school consultation. It does not imply your approval of the decision of each topic.*

If you believe any topic was not discussed or find errors in other information, please contact the public district to discuss your concerns.

*If the district needs to make a change on the Statement of Agreement screen, click the **DENY** button. After the district determines the need for changes, you will receive another email.*

*If you do not have an Iowa Department of Education login or you do not see the **Private School Statement of Agreement**, contact your school's web security person and have them add the application for you.*

If you need assistance accessing the Title I application through the Portal contact:

ed.portal@iowa.gov

or

Jean Alfred

515/725-2040

jean.alfred@iowa.gov

An email will be sent to notify the public school representative that the private school has affirmed the Statement of Agreement and that the user may continue to work on the district's Title I application.

If the private school does not agree with the public district, an email will be sent to the public school representative stating that the private school has clicked the **Deny** button. If the private school official does not agree with the responses, a comment box is available for noting the concerns. If the private school official believes that any topic(s) were not discussed, they should contact the public school representative to discuss the concerns.

If the district needs to make a change on the Statement of Agreement, click the **Undo** button. After the district makes the changes, the private school official will receive another email. The Title I coordinator and private school official must work to resolve the private school concerns and achieve affirmation. If the private school concerns cannot be resolved, the private school may file a complaint with the Iowa Department of Education. Updated information about the complaint process will be found outlined under the Title I, Part A section of the Iowa Department of Education web site at <http://educateiowa.gov>.

Note: Both the LEA and the private school must verify that all elements of the consultation process occurred before the LEA will be able to submit the Title I application and receive funding.

The public school representative must repeat this process for each private school within the public school boundaries in order to maintain a written record of compliance with the requirements for private school consultation and services in Section 1120 of the Title I statute and Section 200 of the Title I regulations.

If the district is serving one or more private schools, the LEA must correctly calculate equitable services for private school students regarding parental involvement requirements. This can be done either through independent parent involvement activities or in conjunction with the LEA's activities. If they are done independently, there must be an equitable distribution of funds for these activities. The Statement of

Agreement form affirmation process provides the opportunity for the private school to verify that delivery of parent involvement activities was discussed during consultation.

According to federal private school Title I services guidance, consultation between public and private school officials is intended to be an ongoing process to begin in November or December of the prior year in preparation for the coming school year and continues through October of the current school year. For further information on private school Title I programs, please refer to the Private School Guidance under Title I, Part A section of the Iowa Department of Education web site. "Ensuring Equitable Services to Private School Children," a private school toolkit is an online resource available at <http://www2.ed.gov/programs/titleiparta/ps/titleitoolkit.pdf>. Specific questions regarding private school service should be addressed to the appropriate Title I consultant for the user's district.

✔ **TIP: If there is a private school within the boundaries of the LEA, the private school section of the Selection of Schools form, the Within District Targeting of Funds form, and the Statement of Agreement form must all be completed regardless of whether the LEA is providing Title I services to that private school.**

The complaint procedure for private schools may be found on the Iowa Department of Education web site under Title I, Part A <https://www.educateiowa.gov>. Private school officials must be informed of their right to submit a written complaint to the SEA when they believe the LEA has not engaged in timely and meaningful consultation or considered the views of the private school. This does not mean that the public school must do what is asked by the private school. The public school has the final say in Title I services.

Click Title I Equipment Inventory form to be completed next.