

**J-3. Sample General Consultation Timeline**

| <b>Sample Timeline for Local Education Agency (LEA) Consultation<br/>With Private School Officials</b> |  |
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| <b>Month</b>   | <b>LEA Activity</b>  |
| <b>September</b>   | <ul style="list-style-type: none"> <li>▪ Begin programs and services.</li> <li>▪ Consult with private school officials about <i>current</i> programs and services implementation and modify as necessary.</li> </ul>   |
| <b>October</b>   | <ul style="list-style-type: none"> <li>▪ Continue consultation about <i>current</i> programs and services implementation.</li> </ul>   |
| <b>November-December</b>   | <ul style="list-style-type: none"> <li>▪ Consult with private school officials about the status of <i>current</i> programs and services.</li> <li>▪ Obtain complete list of all private schools with appropriate contact names for later use in mailing “Intent to Participate in Federal Education Programs” forms.</li> </ul>  |
| <b>January</b>   | <ul style="list-style-type: none"> <li>▪ Continue consultation with private school officials about the status of <i>current</i> programs and services.</li> <li>▪ Send “Intent to Participate” forms to all private schools in the LEA with a February deadline for returning the forms.</li> </ul>  |
| <b>February - March</b>  | <ul style="list-style-type: none"> <li>▪ Continue consultation with private school officials about the status of <i>current</i> programs and services.</li> <li>▪ Conduct a district-wide consultation meeting with all private school officials and provide a general overview of programs that will be available to their students and teachers in the <i>next</i> school year.</li> <li>▪ Provide private school officials with planning document* to prepare them for consultation about <i>next</i> year’s programs and services.</li> <li>▪ Consult with private school officials to identify students’ and teachers’ needs, discuss services and estimated funding figures, design programs, and establish priorities for the <i>next</i> school year.</li> </ul> |
| <b>April-May</b>   | <ul style="list-style-type: none"> <li>▪ Evaluate programs and services for the <i>current</i> school year and make suggestions for modifying programs that will be implemented again in the <i>next</i> school year.</li> <li>▪ Continue consultation and planning for programs and services for <i>next</i> school year.</li> <li>▪ Complete plans for programs and services and set dates for when they will begin in the <i>next</i> school year.</li> <li>▪ Develop consultation timeline for the next school year.</li> </ul>  |
| <b>June</b>  | <ul style="list-style-type: none"> <li>▪ Finalize actions related to programs and services.</li> </ul>   |
| <b>July-August</b>   | <ul style="list-style-type: none"> <li>▪ Inform private school officials about the readiness of programs and services for the <i>upcoming</i> school year.</li> <li>▪ Provide program funding figures to private school officials for upcoming school year.</li> </ul>   |

\* See J-8: *Sample Needs Assessment and Program Development Plan* form.

**Note:** This is not an official U.S. Department of Education document. It is provided for sample purposes only and should not be considered as a required document when administering *ESEA* programs.

#### J-4. Sample Consultation Timeline

| Date              | Programs  | Activity  |
|-------------------|---|---|
| July 2008         | All Titles  | -Services begin for 2008-2009 school year<br>(Consultations held in 2007-2008 school year)  |
| July 9, 2008      | Work Group  | -NCLB Private School Work Group Meeting 10:00 a.m., Suite 107<br>Beaudry Building   |
| July- Dec 2008    | All Titles  | -On going consultation with participating private schools/consortiums   |
| August 20, 2008   | Collaborative   | -NCLB Collaborative Meeting-(Program Update)  |
| October 22, 2008  | Work Group  | -NCLB Private School Work Group Meeting   |
| October 2008      | All Private Schools                                     | -Private schools complete the affidavit and submit to California<br>Department of Education (CDE) for 2009-2010 eligibility   |
| December 3, 2008  | Collaborative   | - NCLB Collaborative Meeting  |
| January 2009      | All Titles  | - Continuing consultation for 2008-2009 services<br>- Evaluate 2008-2009 services<br>- Begin planning for 2009-2010 services  |
| February 23, 2009 | NCLB Private Schools<br>Support office                  | - Send <i>Annual Notification of Participation for 2009-<br/>2010</i> to non-profit private schools   |
| March 2009        | Work Group  | - NCLB Private School Work Group Meeting  |
| March 1, 2009     | NCLB Private Schools<br>Support office                  | - Final date to submit requests for 2009-10 (start date - July 1, 2009 or<br>later) to the NCLB Private School Support office   |
| March 12, 2009    | Collaborative   | - NCLB Collaborative Meeting  |
| March 25, 2009    | All Title and NCLB<br>Private Schools<br>Support office | - General Consultation Meeting to explain available services to private<br>school students and teachers, Time and location to be determined   |
| March 26, 2009    | NCLB Private Schools<br>Support office                  | - Send <i>Intent to Participate Form</i> for 2009-2010 to private schools that<br>did not attend the March 2009 General Consultation Meeting  |
| April 24, 2009    | Non-Profit Private<br>Schools                           | - NCLB Participation Surveys due to NCLB Private School Support<br>office   |
| May 6 & 21, 2009  | All Titles  | - Individual Consultation Meetings with private<br>schools/consortiums, Location to be announced<br>- Begin consultation for 2009-2010 programs based on review of<br>services provided during 2008-2009 school year<br>- Obtain and file private school officials' written affirmation of<br>appropriate consultation for planning, implementation, and evaluation |
| June 2009         | All Titles  | - Continue ongoing consultation with participating<br>schools/consortiums<br>- Continue contract processing   |
| July 2009         | All Titles  | - Services begin for 2009-2010 school year  |

**Note:** This is not an official U.S. Department of Education Official document. Adapted with permission from the Los Angeles Unified School District Web Site at: <http://sfpc.lausd.k12.ca.us/nclb/default.asp> (last accessed March 27, 2009).