J-5. Sample Consultation Checklist For Local Education Agencies

- ☐ Send notice about *ESEA* programs (*Intent to Participate* form) to private school administrators asking if they are interested in having their students and teachers participate in *ESEA* programs.
- ☐ Schedule a consultation meeting with private school officials and provide information about the *ESEA* education programs (including competitive grants the LEA will apply for) available to eligible private school students and teachers, allowable activities, and the appropriate roles of public and private school officials.
- ☐ Obtain from private schools a list of names, roles and level of authority of private school officials who should be included in the consultation process.
- ☐ In consultation with private school officials, develop a timeline for periodic consultation meetings throughout the implementation of programs and services.
- ☐ Discuss how the needs of eligible private school students and teachers will be assessed.
- ☐ Discuss the type of services that are available.
- ☐ Discuss how, where, and by whom the services will be provided.
- ☐ Address the size and scope of the services to be provided.
- ☐ Discuss how much funding is available for programs/services and how it was determined.
- ☐ Discuss program/services assessment and how results will be used to improve services.
- ☐ Discuss the use of a third-party provider and thoroughly consider the views of private school officials. If a request by private school officials for a third-party provider is declined, provide a written explanation as to the reasons why a contractor was not chosen.
- ☐ Inform private school officials about how and when the LEA will make decisions about the delivery of services and how and the LEA will inform them of such decisions.
- ☐ Discuss that all materials, equipment, programs and services must be supplemental and not supplant what otherwise would be made available absent the Federal funds.
- ☐ Request, if required by the district or State, a sign-off on the consultation process.
- ☐ Inform private school officials about policies, procedures and forms related to programs, services, equipment and materials for their students and teachers.
- ☐ Provide contact information to the private school officials.

Note: This is not an official U.S. Department of Education document. Adapted with permission from *NCLB Private School Services, Local Education Agency Resource Guide, A Handbook for District Administrators*, Orange County, Calif., Department of Education, 2006.