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.