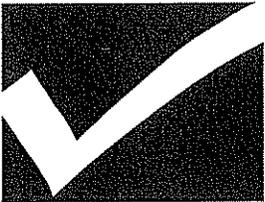


**J-9. Sample Private School Consultation Meeting Log**

	<b>Private School Consultation Meeting Log</b>
	<b>Date</b>
	<b>Time</b>
	<b>Location</b>

**Meeting called by:**

**Type of meeting:**

**Attendees:** *(Attach attendance sign-in sheet)*

----- <b>Agenda Topics</b> -----		
<b>Welcome</b>	<i>[Insert Name]</i>	<i>[Insert time allocation]</i>
Discussion:		
Conclusions:		
Action items:	Person responsible:	Deadline:
-----		
<b>Resources for Non-Public Schools</b>	<i>[Insert Name]</i>	<i>[Insert time allocation]</i>
Discussion:		
Conclusions:		
Action items:	Person responsible:	Deadline:

(continued)

(continued from previous page)

<b>[Insert Title Program]</b>			<b>[Insert Name]</b>			<b>[Insert time allocation]</b>		
Discussion:								
Conclusions:								
Action items:			Person responsible:			Deadline:		
<b>[Insert Title Program]</b>			<b>[Insert Name]</b>			<b>[Insert time allocation]</b>		
Discussion:								
Conclusions:								
Action items:			Person responsible:			Deadline:		
<b>[Insert Title Program]</b>			<b>[Insert Name]</b>			<b>[Insert time allocation]</b>		
Discussion:								
Conclusions:								
Action items:			Person responsible:			Deadline:		

(continued)

(continued from previous page)

<i>[Insert Name]</i>			<i>[Insert time allocation]</i>		
<b>Consultation Procedures</b>					
Discussion:					
Conclusions:					
Action items:		Person responsible:		Deadline:	

<b>Questions</b>		All Staff		<i>[Insert time allocation]</i>	
Discussion:					
Conclusions:					
Action items:		Person responsible:		Deadline:	

**Other Information**

<b>Resource persons:</b>	
<b>Special notes:</b>	

**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.