

# Suggested Title I, Part A Timeline for Equitable Services to Private/Non-Public Schools

## March-April of current year

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- LEA must contact officials of private schools with children who reside in the LEA, regardless of whether the private school they attend is located in the LEA boundaries.
- LEA sends the Intent to Participate form to each Private/Non-Public School for all Title programs.
- After the forms are returned to the LEA, the LEA must complete the Intent to Participate form and send it to the Montana Office of Public Instruction (OPI). (This requires a signature from the private school official). These can be sent to Lindy Miller at [lindmiller@mt.gov](mailto:lindmiller@mt.gov).

## April-May

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- Arrange the 1st consultation with any private school officials who indicated that they would like to participate in the district's Title I, Part A program.

## May-June

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- Additional consultation: Review of the poverty data collected and the estimated amount of funds available for services. Decide if the pooling option will be used.
- Determination of the multiple, educationally related and objective criteria used to select eligible children who reside in Title I public school attendance areas.
- Review the options for service providers.
- Discuss how the Title I program will be evaluated: What standards and assessments will be used? What will be annual progress, and what percentage of participants must meet that progress in order for the program to be effective?
- Establish the date that Title I Services will start.
- Discuss the professional development needs of the private school teachers of Title I participants based on the most recent student assessment data.
- Discuss the needs of the parents of participants: How can parents better support their children's instruction?
- Consultations to establish the program should be completed prior to submitting the district's Egrant application.

## June-August

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- Finalize the design of the Title I programs - ensure materials have been ordered, LEA personnel who are providing Title I services are in place, and service start date is firm.
- Finalize the professional development programs and activities for private school teachers. Establish a calendar for the next year's activities.
- Finalize the parental involvement programs and activities for parents of participants. Establish a calendar for the year.
- Review the current year's assessment data for current year participants to determine if any adjustments to instruction should be made.

## September-February

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- Review the implementation of the program on a regular basis.
- Discuss the changes in roster of eligible children and the possibility of adding children to the program, as needed, depending on space and time.
- Review the process for coordinating the Title I program with the classroom teachers.
- Review the implementation of the professional development program.
- Review the implementation of the parental involvement program.

This concludes the consultation process for this cycle.