

Private School Participation Monitoring Tool	
2024-2025	
Montana Office of Public Instruction	
If you have questions please contact Zach Hawkins, zachariah.hawkins@mt.gov , 406-444-3083.	
District:	
County:	
Date:	
District Authorized Representative:	Phone:



Notice to all districts: Due to the wide range of district and school parental notification forms, and the fact that many do not meet federal requirements, **beginning with School Year (SY) 2021-22, [TransACT](#) documents must be used.** Those sections where TransACT forms must be used are identified within the Monitoring Tool. The Montana Office of Public Instruction (OPI) pays for a state subscription to TransACT for all Montana districts.

Upload this completed monitoring tool into your unique monitoring portfolio.

Private School Participation (ESEA 1117)

Item #	Item	Required Documentation	Documentation Submitted (District check off)	Documentation Received by the OPI (OPI use only)
PS-A	The LEA has complied with the requirements for consultation with private school officials in a timely manner. 1117(b)(1)	<p>Completed TransACT form PSC-04 Federal Requirements for Providing Equitable Public School Services to Private School and Private School Ombudsman Information</p> <p>Copies of letters and all communication sent to private schools.</p> <p>Copy of written affirmations signed by private school officials that consultation occurred.</p> <p>Copy of Interlocal agreement, if necessary</p> <p>Note: The required notices can be found HERE.</p>		
PS-B	Educational services, resources, and other benefits to students, teachers, and parents of private schools are equitable to those who attend private schools. [20 U.S.C. 6320]	<p>Description of services provided to private schools.</p> <p>Copy of agreements pertaining to provided services. Sec. (1117 (b)(1)A-L</p> <p>Note: The required notices can be found HERE.</p>		
PS-C	The LEA provided opportunities for teachers of participating private schools to participate, on an equitable basis, in professional development activities. 1120(a), 2122(b), 5142 (a), 9501	<p>Documentation of private school teachers' participation in professional development activities.</p> <p>Note: Title II, Part A funds can only used for professional development.</p>		
PS-D	The LEA maintains records of its effort to resolve any complaints made by private school representatives. 1117(b)(2)	<p>Copy of complaint procedure.</p> <p>Evidence that complaint procedure has been shared with private schools.</p> <p>Documentation of communication with private schools regarding complaints.</p> <p>TransACT form PSC-04</p>		
PS-E	The LEA retains control of and includes an inventory of fixed assets for all equipment purchased with funds for private schools. 1117(b)(1)	LEA fixed assets inventory for each private school. (This includes: computers, laptops, servers, projectors, smartboards, etc.)		

PS-F	Services provided to private school children were provided by employees of the LEA or under contract with the LEA. 1117(b)(2)(A)(B)	Contracts/MOUs/LOAs of individuals or third-party entities that are providing services to private school children.		
PS-G	The LEA establishes an assessment to measure the effectiveness of the Title IA program against the agreed upon standards established in the consultation agreement. 1117(b)(3)	Completed copy of the program evaluation. Description of the program modifications, if any, that will be made if the annual progress goals are not met.		