



**School District
Affirmation of Consultation with
Private Schools School Year**

Date of Initial Consultation	
Name of District	
Name of Private School	

Participation in ESSA Federal Programs (check all that apply).

- Title I, Part A Title I, Part C Title II, Part A Title III, Part A
 Title IV, Part A Title IV, Part B Cares ACT

***Note:** This template only covers ESSA Federal Programs. There are other federal programs (IDEA, Perkins, Child Nutrition), but this form does not apply to them.

The written affirmation is a tool that guides the timely and meaningful consultation between districts and private schools to ensure equitable services for private school children, teachers, parents, and other educational personnel. The goal of the consultation process is to provide an agreement between the district and private schools. District officials must take into consideration the private school officials' views on how to serve students and the design of the program. Consultation includes meetings with private school officials before the district makes any decisions that affect the opportunities available to private schools choosing to participate in federal programs. Such meetings will continue throughout the implementation of the program and will include a final assessment of the services provided.

Under the ESSA, if the district disagrees with the views of private school officials with respect to any topic subject to consultation, the district must provide—in writing to private school officials—the reasons why the district disagrees. The final decision rests with the district.

Discuss the following topics during the initial and ongoing consultation.

- Identification of eligible children's needs based upon agreed-to assessments.
- What services will be offered. Services, including materials and equipment, must be secular, neutral, and non-ideological.
- How, where, and by whom the services will be provided.
- How services are assessed and how the results of the assessment will be used to improve those services.
- The size and scope of the equitable services provided to eligible private school children, teachers, parents, and other educational personnel.
- The proportional share of funding allocated for services and how the funding allocated is determined.
- How and when decisions about delivery of services will be made and how the private school will be notified of those decisions.
- Whether services will be provided by the school district directly or through a separate government agency, consortium, entity, or third-party contractor.
- Whether to provide equitable services to eligible private school children by pooling funds allocated for the program's purpose.

For Title I, Part A, discuss these additional topics.

- What methods or sources of data will be used to determine the number of children from low-income families attending private schools that are in the participating school attendance areas?
- If the public school district disagrees with the views of the private school officials on the provision of services through a contract, how will the public school district provide—in writing to the private school officials—an analysis of the reasons why the district has chosen not to use a contractor?
- When will services be provided (including the approximate time of day)?

Private School Official Affirmation

District explained the complaint process and procedures.

Check one:

Timely and meaningful consultation occurred, and an equitable program of services was designed during the consultation process.

Consultation was not timely and meaningful and/or did not result in an equitable program of services to meet the needs of the private schoolchildren.

*If consultation was not timely and meaningful, please provide a brief explanation on the following page.

Signature of Private School Official

Name of Private School Official

Date

Signature of District Official

Name of District Official

Date

The district will maintain a copy of this written affirmation in its files, provide the private school official with a copy, and email/mail a copy to the Montana Office of Public Instruction.

If consultation was not timely and meaningful, provide a brief explanation.

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