

Suggested Title I Timeline for LEA Consultation With Non-Public School Officials

Month(s)	LEA Activity
<p>November - December, In preparation for the next school year and the current school year.</p>	<ol style="list-style-type: none"> 1. Review the implementation of the current year program and address any issues that have been noted. Discuss the need for an amendment to the programming/budget with the non-public school official. 2. Maintain a current list of all non-public schools with students who are residents of the Local Educational Agency (LEA). 3. Meet with non-public school officials to review consultation timeline and consultation process. 4. Establish a calendar for on-going consultation. 5. Review procedures for collecting poverty data for next school year.
<p>December - February, In preparation for the next school year and the current school year.</p>	<ol style="list-style-type: none"> 1. Review current program services with non-public school official to ensure effective implementation. 2. Discuss with non-public school official adjustments in the programming and/or budgets that must be reflected in the grant through an amendment. 3. Review the funds expended for the non-public school program to date and make plans for funding that must be expended during the current school year as previously planned. 4. If additional funds were generated through a final allocation or carryover, conduct consultation as required on these new funds. 5. Obtain from non-public school officials poverty data for non-public school children for next school year.
<p>February - March, In preparation for the next school year and the current school year.</p>	<ol style="list-style-type: none"> 1. Match addresses of non-public school students from low-income families to participating public school attendance areas for next year. 2. Reach out to adjacent districts. Who are their participating non-public schools? Have any of those schools indicated they may potentially have non-public school students from your district? 3. Estimate the amount of funds generated for instruction using the same estimated per-pupil amount as that used for public school students in participating public school attendance areas for next school year. 4. Meet with non-public school officials to discuss poverty data collected, amount of estimated allocation, and determine if funds will be pooled, not pooled, or a combination of both options for next year.
<p>March - April, In preparation for the next school year and the current school year.</p>	<ol style="list-style-type: none"> 1. Review the criteria that were used for the current school year for effectiveness in correctly identifying students in need of Title I services.

	<ol style="list-style-type: none"> 2. Determine the multiple, educationally related, objective criteria to be used to select eligible students in consultation with non-public school officials for next school year. 3. Obtain from non-public school officials lists of names, addresses, and grades of non-public school students who meet the criteria for next year. 4. From these lists, work with the non-public school officials to select for Title I services those students most-at-risk of failing, as decided in consultation. 5. Discuss with the non-public school officials the needs of selected students, appropriate Title I services to serve those needs, and location of services, including where and when those services will be provided. 6. Design services for next school year that meet participant’s needs based on consultation, using the estimated amount of funds generated by non-public school students. 7. Determine with non-public school officials the standards and annual assessments for measuring progress of the Title I program. 8. Define annual progress. Determine criteria for making program modifications when annual progress is not achieved. 9. Assess the achievement of current year’s program using the standards previously agreed upon last year. 10. After appropriate consultation, make modifications to next year’s Title I program, if annual progress has not been met.
<p>April - June, In preparation for the next school year</p>	<ol style="list-style-type: none"> 1. Determine in consultation with non-public school officials the professional development and parent involvement needs of non-public school teachers and families of non-public school participants. 2. Design activities that the LEA will implement the next school year for teachers and families of participants. 3. Inform non-public school officials of tentative program designs, service delivery models, number of Title I participants, allocations, location of services, and estimated costs. Provide opportunities for the nonpublic school officials to comment. 4. Update non-public school officials if there are any changes. Generate a list of students who will receive Title I services at the beginning the next school year. 5. Obtain written affirmation from non-public school officials that timely and meaningful consultation has occurred. Consultation must be ongoing, throughout the school year. 6. Consultation must be completed prior to LEA submitting its Title I application to the SEA.

<p>August - September In preparation for the beginning of the school year</p>	<ol style="list-style-type: none"> 1. Report on the readiness of the Title I program to the non-public school officials. 2. Non-public school officials should be aware how LEA will implement the program, including staffing, number of students to be served, location, etc. 3. LEA begins Title I services for the students identified the previous spring as participant and provides non-public school officials with their names, services to be provided, and names of Title I teachers. 4. Obtain a list of newly enrolled students who meet eligibility criteria. Consult with non-public school officials on how new students might be accommodated in the program. 5. Initiate professional development and parent involvement activities based on previous spring's consultation, if funds are being used for these activities.
<p>October of School Year</p>	<ol style="list-style-type: none"> 1. LEA provides information about possible adjustments and program changes to non-public school officials. 2. Start planning for the next school year's consultation cycle.

Key issues relating to the provision of Title I services are discussed during consultation, which provide an opportunity for both the public and non-public school officials to express their views and to have those views considered. Ultimately, the LEA is responsible, through collaboration, for planning, designing, and implementing the Title I program and not delegate that responsibility to the non-public schools or their officials.

As a result, non-public school officials who want services for their eligible students should be aware of their roles in the consultation process to ensure that Title I programs designed by the LEA effectively meet the needs of their participating children, their teachers, and their families. Roles for the non-public school officials are:

- Participating in consultation;
- Providing lists of addresses and grades of low-income families;
- Providing lists of names, addresses, and grade levels of children who meet the multiple, educationally related, objective criteria for participation eligibility;
- Suggesting ideas, program designs, and modifications that meet the needs of their eligible children, their teachers, and their families; and
- Providing a dedicated space to conduct services, if appropriate.