

BEFORE CONSULTATION

- Familiarize yourself with the **ESSA programs** and services available to your students and teachers.
- Gather data on your students' needs** and how ESSA programs could help meet them.
- Identify your **private school officials** who should be involved in the consultation process.
- Determine a **timeline** for periodic consultation meetings throughout the year.
- Consult with teachers, parents, and students** about past services and their effectiveness.

DURING CONSULTATION

- Clearly **communicate the needs of your students** and teachers.
- Discuss **services, how they will be delivered, and by whom.**
- Ask about available funding for each program, how it was determined, and the size and scope of services.
- Consider and discuss the possibility of using **third-party providers.**
- Ask how **program effectiveness** will be assessed and how results will be used.
- Understand **how and when** the LEA will make decisions about service delivery.
- Confirm that all **services and materials will supplement**, not replace, existing resources.

AFTER CONSULTATION

- Send a written summary** of the discussion as well as any action items and responsible persons.
- If needed, **request written explanations** for any LEA decisions that go against your requests.
- Sign the **written affirmation** of consultation, indicating **agreement or disagreement** on discussed topics.
- Schedule any necessary follow-up meetings** or discussions.
- Brief your school community on the outcomes of the consultation and upcoming services.

OVERSIGHT

- Remember, as a private school representative, your role is to advocate for your students' needs and ensure you fully understand and participate in the ESSA programs available to your school.
- Each state must designate an ombudsman to monitor and enforce equitable services requirements.
- The LEA maintains control of funds and materials [C-26].
- Services must supplement, not supplant, the private school's regular educational program [C-9].
- Private school officials may file complaints with the SEA if they believe equitable services are not being provided [E-1].

SEPTEMBER – OCTOBER: IMPLEMENTATION & MONITORING

- Begin implementation of services concurrently with public school services.
- Conduct ongoing consultations to ensure effective service delivery and address any issues.

NOVEMBER – DECEMBER: MID-YEAR REVIEW

- Conduct mid-year evaluations to assess the effectiveness of services.
- Adjust programs and services as necessary based on feedback and assessments.

JANUARY – FEBRUARY: PLANNING FOR NEXT YEAR

- Begin early discussions to prepare for the next school year.
- Review and update consultation timelines and agendas for the upcoming year.

FEBRUARY – MARCH: INITIAL PLANNING FOR NEXT SCHOOL YEAR

- LEAs send "Intent to Participate" forms to private schools with a deadline for response.
- Initial consultation meetings are held to discuss current programs and services.
- LEAs provide an overview of available programs for the next school year.

MAY – APRIL: NEEDS ASSESSMENT & PLANNING

- Evaluate current programs and suggest modifications for the next school year.
- Continue consultations to identify needs, discuss services, and estimate funding.
- Develop preliminary plans and set priorities for the upcoming school year.

JUNE: FINALIZATION & PREPARATION

- Finalize plans for programs and services.
- Establish a consultation timeline for the next school year.

JULY – AUGUST: READINESS & COMMUNICATION

- Inform private school officials about the readiness of programs and services.
- Provide funding figures for the upcoming school year based on updated enrollment.