The Every Student Succeeds Act of 2015 (ESSA) requires that timely and meaningful consultation occur between each public school district receiving ESSA funds and non-public (private) school(s) prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs funded under Titles I, IIA, IIIA, and IVA.

The goal of consultation is for district and private school officials to reach agreement on whether and how the district will provide equitable and effective programs for eligible private school children.

This form, which documents consultation for Titles I, IIA, IIIA, and IVA, should be completed by district and participating private school officials prior to implementation of services.

**The table below describes required consultation topics.**

| **Topics of Consultation by Title Program** |
| --- |
| 1. How the district will identify the needs of eligible non-public school children and their educators |
| 1. What services the district will offer to eligible non-public school children and their educators |
| 1. How and when the district will make decisions about the delivery of services |
| 1. How, where and by whom the district will provide services to eligible non-public school children, including a thorough consideration and analysis of the views of the non-public school officials on the provision of services through a contract with a third-party provider |
| 1. How the district will assess academically the services to eligible non-public school children and how the district will use the results of that assessment to improve services |
| 1. The size and scope of the equitable services that the district will provide to eligible non-public school children and the proportion of funds that will be allocated to provide these services, and how that proportion of funds is determined |
| 1. The method or sources of data that the district will use to determine the number of non-public school children from low income families (Title I only) residing in participating public school attendance areas, including whether the district will extrapolate data, if a survey is used |
| 1. The equitable services the district will provide to teachers and families of participating non-public school children |
| 1. Whether the district shall provide services directly or through a separate government agency, consortium, entity, or third‐party contractor |

| **Topics of Consultation by Title Program** |
| --- |
| 1. Whether to consolidate and coordinate the use of funds to eligible private school children:    * by creating a pool or pool of funds with all the funds allocated under Titles I, IIA, IIIA, and IVA    * on a school-by-school basis based on each the proportionate share of funds available to provide services in each school    * NOTE: Pooled funds are still budgeted separately by fund code and district. |
| 1. When, including the approximate time of day, services will be provided |
| 1. The option for private school officials to indicate such officials’ belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to eligible private school children |

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| **Title Programs Discussed During Consultation** | **I** | **IIA** | **IIIA** | **IVA** |
| --- | --- | --- | --- | --- |
| Check boxes to indicate the Title program(s) discussed during consultation |  |  |  |  |

Below, the consulting public school official and private school official should sign and indicate in the space provided whether each party agrees or disagrees that (a) timely and meaningful consultation occurred before the public school district made any decision that affected the participation of eligible private school children in any of the Title programs listed above, and (b) that the program design is equitable with respect to eligible private school children.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Private School Official*  ***Name and Signature*** | *School Name* | *Date* | *Agree* | *Disagree* |
|  |  |  |  |  |
| *Public School Official*  ***Name and Signature*** | *District Name* | *Date* | *Agree* | *Disagree* |

The public school official and participating private school official should each maintain a copy of this form for their records and provide a copy of the signed form to DESE with your application for ESSA grant funding.

If either party has signaled disagreement during consultation, please contact Massachusetts’ ESSA private school ombudsperson soon after the consultation meeting, at [ESEAequitableservices@mass.gov](mailto:ESEAequitableservices@mass.gov).

**Use the space below or attach an additional sheet(s) to describe agreed upon plans for participation/services.**

| Issues Addressed: |
| --- |
| Decisions Made (brief description of equitable participation/services): |
| Timelines and/or Deadlines Agreed to: |
| Budgetary and/or Programmatic Implementation Schedule Agreed to: |
| Other Notes: |