**Suggested Timelines Related to Private School Equitable Services under ESSA**

| **District Activity** | **Suggested Timeline** | **Private School Activity** |
| --- | --- | --- |
| **Data Collection**  District submits *individual* student enrollment data through DESE’s [SIMS collection](http://www.doe.mass.edu/infoservices/data/sims/). Data will be used to calculate ESSA grant allocations. | by the middle of October | Private school submits *aggregate* student enrollment data through DESE’s [Non-Public School Report data collection.](mailto:privateschools@mass.gov) Data will be used to calculate ESSA grant allocations. Note: failure to submit data will result in district not receiving as much money, in total and for equitable services, as it otherwise would have. |
| **School Find**  District determines private school(s) eligible to participate in [ESSA Title grant programs](http://www.doe.mass.edu/federalgrants/). For Titles IIA, III, and IVA, listing includes all non-profit private schools located within district boundaries. For Title I, listing includes all non-profit private schools that district residents attend, within and outside district boundaries, who would have attended a Title I-served school in the district. | by March 1st |  |
| **Outreach (Offer of Consultation)**  District communicates with private school officials regarding potential participation in services for the coming school year by sending a written ‘Offer of Consultation’ (either electronically or by mail).   * Offer of Consultation sent certified/return receipt via US mail or other carrier, or a read-receipt email; District should also consider reaching out a second time (to a working phone number and/or email) if there is no response by the due date, making efforts to ensure it has updated contact information for the private school.   Note: To ensure compliance with laws, DESE suggests school districts use its [Offer of Consultation template](http://www.doe.mass.edu/federalgrants/resources/equitableservices-essa/private-essa.docx). | by March 15th |  |
| Note: Public schools should ensure that contact information is up-to-date in DESE’s [Directory Administration](http://www.doe.mass.edu/infoservices/data/diradmin/) and on their own websites, and should share contact information changes with private school officials. | by April 30th | Private school decides whether to participate (the Offer of Consultation has a checkbox for private schools to either Accept or Decline the offer) and submits their signed decision to the school district.  Note: Private schools should ensure their contact information is up-to-date in DESE’s [Directory Administration](http://www.doe.mass.edu/infoservices/data/diradmin/) and on their own websites, and should share contact information changes with public school officials. |
| **Consultation Period**  District arranges initial consultation meetings once it hears back from private schools expressing interest. For private schools that explicitly indicated in writing that they declined participation, a district has no further obligations with respect to consultation.   * Consultation meetings should take place before private school is out of session; a full list of topics to be covered appears in [Consolidated Affirmation of Consultation](http://www.doe.mass.edu/federalgrants/resources/equitableservices-essa/affirm-consultation.docx). To determine estimated dollar amounts, districts and private schools may refer to [Private School Equitable Services under ESSA - Federal Grant Programs,](https://www.doe.mass.edu/federalgrants/resources/equitableservices-essa/) where all reservations from each year are listed. * Public school officials should complete and sign, along with private school officials, the [Consolidated Affirmation of Consultation](http://www.doe.mass.edu/federalgrants/resources/equitableservices-essa/affirm-consultation.docx), and submit a copy with their Consolidated ESSA Grant Application this summer. | May 1st  (or earlier) through June 30th | Private school official(s) who accepted the offer should attend consultation meeting(s) with public school officials.  Private school official(s) should make efforts to propose plans for use of funds for incorporation into the district’s consolidated ESSA application.  After the meeting(s), private school officials should complete and sign, together with public school officials, the [Consolidated Affirmation of Consultation](http://www.doe.mass.edu/federalgrants/resources/equitableservices-essa/affirm-consultation.docx), and keep a copy for their records. |
| **ESSA Application Period**  DESE determines whether districts are eligible for ESSA funding, and if so, for what amounts. Districts then submit their Consolidated ESSA Grant Application, along with a copy of a signed [Consolidated Affirmation of Consultation](http://www.doe.mass.edu/federalgrants/resources/equitableservices-essa/affirm-consultation.docx). | Summer |  |
| **Implementation**  As soon as the Consolidated ESSA Grant Application is approved, the district should:   * Inform each participating private school of its updated equitable share; * Update and finalize plan and timeline for services/participation; and * Begin implementation of services. | September through August  (depending on agreement) | Private school officials should collaborate with district to ensure services are implemented as agreed, or modified through consultation if circumstances change, so that services can be delivered within the first year of the grant. |
| **Post-implementation or Carryover**  ESSA allows carryover of funds/services from one fiscal year to the next for both public and private schools. Districts should reflect Year 2 amounts using the Multi-Year delegation form as required by DESE’s Grants Management team. Carryover should only occur if services are not provided to private schools due to rare and extenuating circumstances (for example, a natural disaster, or, in some cases, a *de minimis* (very small) amount left over from an agreed service).  District should keep records of its due diligence and should follow similar protocol of initial Offer of Consultation (read receipts, etc.). | by March 1st | Private school equitable share allocations revert to the school district if private schools have not responded to repeated attempts by public school district to fulfill implementation of services agreed on in consultation.  Private school should respond in a timely manner to district communications regarding carryover and should keep records of its communication. |