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 officials serving children who reside in the district prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs funded under Title I, II, III, and IV.

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. ESSA requires that evidence of consultation and agreement be transmitted to the state-designated ESSA private school ombudsman.

This form, which documents consultation for Title I, II, III, and IV programs, should be completed by district and participating private school officials prior to implementation of services. Note that district eligibility for each Title program may vary on an annual basis.

**The table below describes required consultation topics. Checkmarks indicate the Title programs to which each requirement applies.**

| **Topics of Consultation by Title Program** | **I** | **II** | **III** | **IV** |
| --- | --- | --- | --- | --- |
| 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 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** | **I** | **II** | **III** | **IV** |
| 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, II, III, and IV; or    * on a school-by-school basis based on each the proportionate share of funds available to provide services in each school |  |  |  |  |
| 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** | **II** | **III** | **IV** |
| 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* | *School/District* | *Date* | *Agree* | *Disagree* |
|  |  |  |  |  |
| *Public School Official* | *District* | *Date* | *Agree* | *Disagree* |

The public school official and participating private school official should each maintain a copy of this form for their records. The public school district is required to submit a copy of this form to the Massachusetts Department of Elementary and Secondary Education with its annual request for Title I grant funding. Detailed submission instructions will be provided on an annual basis.

If either party has signaled disagreement during consultation, please contact Massachusetts’ ESSA private school ombudsman soon after the consultation meeting, at [ESEAequitableservices@doe.mass.edu](mailto:ESEAequitableservices@doe.mass.edu) or 781-338-6259.