OREGON DEPARTMENT OF EDUCATION

Affirmation of Consultation with Private Schools

2022-2023 School Year

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| --- |
| Date of Initial Consultation: |
| Name of District: | E-mail: |
| Name of Private School : | E-mail: |
| Address: | Phone: |

\_\_\_\_\_Please check if the private school did not attend the meeting.

Enrollment\_\_\_\_\_\_\_\_\_\_\_\_ Grades\_\_\_\_\_\_\_\_\_\_\_\_ Low-Income Source\_\_\_\_\_\_\_\_\_\_\_\_\_

The written affirmation is a tool that guides the timely and meaningful consultation between districts and private schools to ensure equitable services for private school children, teachers, and other educational personnel. The goal of the consultation process is agreement between the district and private schools. District officials must take into consideration the private school officials’ views for how to serve students and the design of the program. Consultation includes meetings with private school officials before the district makes any decisions that affect the opportunities available to private schools choosing to participate in federal programs. Such meetings will continue throughout the implementation of the program and will include assessment of services provided.

If a district disagrees with the views of private school officials with respect to any topic subject to consultation, the district must provide in writing to such private school officials the reasons why the district disagrees. The final decision rests with the district.

# Discuss the following topics during the initial and ongoing consultation:

* Identification of children’s needs.
* What services will be offered. Services including materials and equipment must be secular, neutral, and non-ideological.
* How, where, and by whom the services will be provided.
* How services are assessed and how the results of the assessment will be used to improve those services.
* The size and scope of the equitable services provided to eligible private school children, teachers, and other educational personnel.
* The proportionate share of funding allocated for services and how the funding allocated is determined.
* How and when decisions about delivery of services will be made and how the private school will be notified of those decisions.
* Whether services shall be provided by the school district directly or through a separate government agency, consortium, or entity, or through a third-party contractor.
* Whether to provide equitable services to eligible private school children by pooling funds allocated for the program’s purpose.
* Transfer of funds from one program to another and implications for private schools

# For Title I, Part A, discuss these additional topics:

* What methods or sources of data will be used to determine the number of children from low-income families in participating school attendance areas who attend private schools.
* How, if the public school district disagrees with the views of the private school officials on the provision of services through a contract, the public school district will provide in writing to the private school officials an analysis of the reasons why the district has chosen not to use a contractor.
* When services will be provided (including the approximate time of day).

Please check all ESSA Federal Programs in which the private school will be participating. If the school district does not participate in a program or there are no eligible private school students, please check N/A.

| PROGRAM | YES | NO | N/A |
| --- | --- | --- | --- |
| Title I, Part A |  |  |  |
| Title II, Part A |  |  |  |
| Title IV, Part A |  |  |  |

| PROGRAM | YES | NO | N/A |
| --- | --- | --- | --- |
| Title I, Part C |  |  |  |
| Title III, Part A |  |  |  |
| Title IV, Part B |  |  |  |

**Private School Official Assurances**

The Private School Certifies the following (check each):

[ ]  District explained the [complaint process and procedures.](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Pages/Private-Schools.aspx)

[ ]  Private school officials have provided accurate, reliable and timely enrollment and program specific information for purposes of allocating applicable federal funds and developing plans for equitable services.

[ ]  Educational services or other benefits, including materials and equipment, provided shall be secular, neutral, and non-ideological.

[ ]  The private school will follow all current and applicable ODE/OHA COVID-19 related requirements.

[ ]  The private school is a non-profit business entity under IRC 501(c)(3).

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Name of Private School Official Signature of Private School Official Date

Signature of District Official Name of District Official Date

*The district maintains a copy of this Affirmation of Consultation in its files, provides the private school official with a copy, and* ***SENDS A COPY TO THE PRIVATE SCHOOL OMBUDSMAN*** *within 30 days of the consultation. Affirmation of consultation forms can be scanned and sent to* *Janette.Newton@ode.oregon.gov**.*

*All documentation of consultation meetings (agenda, minutes etc.) should maintained at the district level.*