

Equitable Services Narrative (ESN)

What is the equitable services narratives (ESN)?

The ESN is a method for the district to explain a policy or process concerning equitable services to private schools. It is an opportunity for districts to provide more details, nuances and granularity when describing equitable services than can be achieved by simply turning in documentation. They can also be an opportunity for the district coordinators to ask questions, clarify requirements and collaborate with the Private School Ombuds to make their equitable service programs more efficient, successful and accessible.

How does the district complete the ESN?

Districts Coordinators must [schedule a virtual meeting](#) to complete the ESN with the Private School Ombuds. In this document, you will find the prompts that will be discussed during this meeting. Please schedule your meeting to occur before the end of January 2027. Meetings will be scheduled to last 30 minutes.

How should a district ask questions or for help?

Districts should reach out to Janette Newton, Private School Ombudsman via [email](#) or phone (503) 551-9405.

District: _____ **District Contact:** _____

Timely and Meaningful Consultation

1. Describe **how** consultation is conducted (eg: in person, virtual, by phone, one-on-one, in a large group, etc.) and **why** it is conducted in that manner.

2. Discuss **when in the school year** consultation begins and **why** it is conducted at that time.

3. Describe **who** from the district attends consultation and **why** that staff attends.

4. Describe **what records** are transcribed during consultation **how** those records are retained and shared with the private school.

5. Describe how the district ensures that **consultation is ongoing** throughout the school year. At minimum, the following topics will be discussed:

- a. How often the district is in contact with the private school(s),
- b. What kind of contact is made,
- c. How is funding reviewed, and
- d. How carryover is discussed.

Assessing Needs and Evaluating Programs

6. **Describe how the district supports** the private school(s) in assessing needs for services.

7. **Give an example** of how **evaluation is used, or will be used, to inform future decisions** when providing equitable services.