**Private Schools: Equitable Service Guidance**

**Carryover for School Year 2019-2020**

**May 2020**

**FOR:** Any district federal programs staff that work with private schools and equitable services.

**PURPOSE:** Provide guidance for the remainder of the 2019-2020 school year and the ongoing planning process for the upcoming 2020-2021 school year.

**GUIDANCE** Let us begin with the need for creativity, flexibility, patience and grace for all of us as we work through these unprecedented and unsettling times.

1. Many private schools are following the “Distance Learning” model for the remainder of the school year. If they are interested, please share with them the guidance and resources that have been sent out by ODE. Continuing Title IA services to private school students may require some out-of-the box thinking. Begin with a consultation call to update the plan. These revisions do not need to be sent into me. Directions on how to enter these revisions will be sent out later.
2. Some private schools may decide not to continue with equitable services for the remainder of the school year. In this case, documentation is very important (an e-mail, notes of a phone conversation etc.) indicating the private school is declining the continuation of services for the remainder of the school year.
3. Carryover of unspent equitable share will occur if activity is delayed due to pandemic-associated challenges. The district should use whatever process they have in place for their Title program carryover. Electronic signatures are permitted.
4. If any funds that were unrecoverable due to event cancelation after the LEA paid travel costs or conference registration costs for IIA or IVA equitable services for private school teachers/administrators, the LEA may charge the private school’s equitable share for those unrecoverable costs. Likewise, if private school teachers/administrators paid IIA or IVA costs relying on reimbursement by the LEA, the LEA may reimburse unrecoverable costs to the teachers and administrators from the II-A equitable share. Please keep documentation demonstrating the district’s attempt at recouping costs .Authority: Office of Management and Budget, Administrative Relief memo M-20-17, March 19, 2020, item #7.
5. Many districts either have had or are planning their consultations for the 2020-2021 school year. With the addition of carryover funds, these plans may need to be revised. Consultation meetings can be held via conference call and electronic signatures are fine. It is also perfectly acceptable to wait until August to hold the consultation meetings.
6. Suggest private schools prepare to use some funds in the summer of 2020, if possible. Also, advise the private school to plan for robust programs in school year 2020-2021.