



Sample Consultation Timeline

Month	LEA Activity
November/December	<p>In preparation for the next school year:</p> <ul style="list-style-type: none"> • Obtain complete list of all private schools with students who are residents of the LEA.
December – February	<p>in preparation for the next school year:</p> <ul style="list-style-type: none"> • Obtain from principals or a central office serving a group of private schools the following poverty data (as appropriate) on private school students: <ul style="list-style-type: none"> • Same poverty measure used to count public school students, which is usually free and reduced-priced lunch; • Survey of private school parents asking for income data, address, and grade level of children from which the LEA must extrapolate these data (see Section 2); • Alternative poverty data such as scholarships, Temporary Aid to Needy Families, Medicaid, etc. <p>~or~</p> <ul style="list-style-type: none"> • Decide through consultation to use proportionality
February/March	<p>In preparation for the next school year:</p> <ul style="list-style-type: none"> • Match addresses of private school students from low-income families to participating public school attendance areas.
March/April	<p>In preparation for the next school year:</p> <ul style="list-style-type: none"> • Determine the multiple, educationally related, objective criteria to be used to select eligible students (educationally needy students who reside in Title I attendance areas) in consultation with private school officials. • Obtain from private school officials lists of names, addresses, and grades of private school students who meet the criteria. • From these lists, select for Title I services, those students most at-risk of failing, as decided in consultation. • Discuss with private school officials the needs of selected students, appropriate Title I services to serve those needs, and location of services. • Design services that meet participants’ needs based on consultation, using the estimated amount of funds generated by private school students from low-income families, and the equitable share of funds reserved for districtwide instructional activities. • Determine with private school officials the standards and annual assessments for measuring progress of the Title I program. • Define annual progress. Determine criteria for making program modifications when annual progress is not achieved. • Assess the achievement of current year’s program using the standards previously agreed upon last year. • After appropriate consultation, make modifications to next year’s Title I program, if annual progress has not been met.



Sample Consultation Timeline

Month	LEA Activity
April – June	<p>In preparation for the next school year:</p> <ul style="list-style-type: none"> • Determine in consultation with private school officials the professional development and parent involvement needs of private school teachers and families of private school participants. • Design activities that LEA will implement the next school year (independently or in conjunction with LEA activities) for teachers and families of participants. • Inform private school officials of tentative program designs, service delivery models, number of Title I participants, allocations, location of services, and estimated costs. Provide opportunities for private school officials to comment. • Update private school officials if there are any changes. Generate a list of students who will receive Title I services beginning in September of the next school year. • Obtain written affirmation from private school officials or their representatives that timely and meaningful consultation has occurred. Consultation must be ongoing, however, and should continue throughout the school year. • Complete all necessary reports, contract negotiations, ordering of materials, hiring of teachers, etc. Consultation should be completed for the next school year prior to LEA submitting its Title I CIP Budget Narrative to the SEA.
August	<p>In preparation for the beginning of the school year Report on readiness of Title I program for private school participants to private school officials.</p>
September	<p>School year begins:</p> <ul style="list-style-type: none"> • LEA begins Title I services for students identified the previous spring as participants and provides private school officials with their names, services to be provided, and names of Title I teachers. • Obtain a list of newly enrolled students who meet eligibility criteria. Consult with private school officials on how new students might be accommodated in the program. • Initiate professional development and parent involvement activities based on previous spring’s consultation
October	<p>Of the current school year:</p> <ul style="list-style-type: none"> • LEA provides information about possible adjustments and program changes to private school officials. • Start planning for the next school year’s consultation cycle.