

J-3. SAMPLE GENERAL CONSULTATION TIMELINE

Timeline for Local Education Agency (LEA) Consultation With Private School Officials	
Month	LEA Activity
September	<ul style="list-style-type: none"> ▪ Review programs and services. ▪ Consult with private school officials about <i>current</i> programs and services implementation and modify as necessary.
October	<ul style="list-style-type: none"> ▪ Continue consultation about <i>current</i> programs and services implementation.
November-December	<ul style="list-style-type: none"> ▪ Consult with private school officials about the status of <i>current</i> programs and services. ▪ Obtain complete list of all private schools with appropriate contact names for later use in mailing "Intent to Participate in Federal Education Programs" forms.
January	<ul style="list-style-type: none"> ▪ Continue consultation with private school officials about the status of <i>current</i> programs and services. ▪ Send "Intent to Participate" forms to all private schools in the LEA with a February deadline for returning the forms.
February - March	<ul style="list-style-type: none"> ▪ Continue consultation with private school officials about the status of <i>current</i> programs and services. ▪ Conduct a district-wide consultation meeting with all private school officials and provide a general overview of programs that will be available to their students and teachers in the <i>next</i> school year. ▪ Provide private school officials with planning document* to prepare them for consultation about <i>next</i> year's programs and services. ▪ Consult with private school officials to identify students' and teachers' needs, discuss services and estimated funding figures, design programs, and establish priorities for the <i>next</i> school year.
April-May	<ul style="list-style-type: none"> ▪ Evaluate programs and services for the <i>current</i> school year and make suggestions for modifying programs that will be implemented again in the <i>next</i> school year. ▪ Continue consultation and planning for programs and services for <i>next</i> school year. ▪ Complete plans for programs and services and set dates for when they will begin in the <i>next</i> school year. ▪ Develop consultation timeline for the next school year.
June	<ul style="list-style-type: none"> ▪ Finalize actions related to programs and services.
July-August	<ul style="list-style-type: none"> ▪ Inform private school officials about the readiness of programs and services for the <i>upcoming</i> school year. ▪ Provide program funding figures to private school officials for upcoming school year.

* See J-8: *Sample Needs Assessment and Program Development Plan* form.

J-13. SAMPLE CONSULTATION CHECKLIST FOR PRIVATE SCHOOL OFFICIALS

- I have a general understanding of the *ESEA* programs available to my students and teachers.
- I have discussed with LEA officials how my students' needs will be identified.
- The LEA official has explained what services can be offered.
- I have been given a genuine opportunity to present the needs of my students and teachers.
- I have been given the opportunity to explain how my students' needs can best be met through this program.
- I participated in a discussion of how, where, and by whom the services will be provided.
- I have had an opportunity to genuinely express my views on the use of a third-party provider.
- If a third-party provider was requested, there was a thorough consideration and analysis of this proposal.
- If a third-party was requested and not granted, a written explanation has been provided as to the reasons why the LEA has chosen not to use a third-party provider.
- Student and program assessment were discussed and I understand how the results of the assessment can be used to improve the services to my students and teachers.
- I have been told how much funding is available for services and how the funding was determined.
- I know how and when the LEA will make the final decision about services and how and when I will be informed about the services.
- Together, the LEA and I have set dates for periodic meetings throughout the implementation of the program so that we can discuss the progress of the program or make modifications, if needed, to improve effectiveness.
- I have provided (if required by the district or State) a sign-off on the consultation process and the program services to be provided to my students and teachers.
- I am aware of deadlines for submitting requests and providing necessary information.
- I have been given a genuine opportunity to have my views heard and considered.
- I know whom to contact if I have questions or concerns.