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| **Timeline for Local Education Agency (LEA) Consultation with Private Schools** | | |
| **Month** | **LEA Activity** | **SEA Activity with State Non-Public representative** |
| September  Q1 | * Begin programs and services * Consult with private school officials about current programs and services implementations and modify as necessary |  |
| October  Q2 | * Continue consultation about current programs and services implementation. |  |
| November/December  Q2 | * Consult with private school officials about the status of current programs and services. * Obtain complete list pf all private schools with appropriate contact names for later use in mailing” Intent to Participant in Federal Education Programs” forms.(See Document Library) |  |
| January  Q3 | * Continue consultations with private school officials about the status of current programs and services * Send annual “Intent to Participate” forms to *all private* *schools* in the LEA with a February deadline for returning the forms.( Form should be sent to current participating and non-participating schools annually) | * Consult with state non public representatives regarding amendment period |
| February/ March  Q3 | * Continue consultations with private school officials about the status of current programs and services * Conduct a district-wide consultation meeting with all private school officials an provide a general overview of programs that will be available to their students and teachers next school year * Provide private school officials with Needs Assessment planning document(See Document Library) to prepare them for consultation about **next year’s programs and services** * Consult with private school officials to identify students’’ and teachers’ needs, discuss services and estimate funding figures, design programs, and establish priorities **for the next school year**. |  |
| April- May  Q4 | * Evaluate programs and services for the current school year and make suggestions for modifying programs that will be implemented again in the next school year * Continue consultation and planning for programs and services **for the next school year** * Complete plans for programs and services and set dates for when they will begin in the next school, year. * Develop consultation timeline for the **next school year** | * Meet with State Non-Public representative to provide overview of Title II allocations * Review nonpublic Title II, Part A non-regulatory guidance * Inform private school officials about the readiness of SEA programs and services for the upcoming school year |
| June  Q4 | * Finalize actions related to programs and services |  |
| July-August  Q1 | * Inform private school officials about the readiness of programs and services for the ***upcoming school year*** * Provide program funding figures to private school officials for ***upcoming school year*** |  |

Note: This is not an official US Department of Education document. It is provided for sample purposes only and should not be considered as a required document when administering ESEA programs.