

## **Instructions for completing the Affirmation of Consultation**

In accordance with the Every Student Succeeds Act (ESSA), local educational agencies (LEAs) are required to consult with each participating nonpublic school to determine equitable services for nonpublic students and/or teachers for each Title program in which the LEA receives an allocation. The ESEA requires an LEA to discuss specific topics with each nonpublic school official during consultation and LEAs are required to submit an *Affirmation of Consultation with Nonpublic School Officials* for the following programs: Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; and, Title IV, Part A.

Information provided in this Affirmation must be decided during consultation between the public school officials and nonpublic school officials. The LEA must maintain documentation to support the information provided in this Affirmation was decided through appropriate consultation. The LEA is responsible for the administrative management of the ESSA programs and services provided to the nonpublic school.

### **Section I – Local Educational Agency Information**

1. Enter the name of the LEA.
2. Enter the county-district code of the LEA.
3. Enter the name of the contact person at the LEA.
4. Enter the phone number of the contact person at the LEA.

### **Section II – Nonpublic School Information**

5. Enter the name of the nonpublic school.
6. Enter the county-district code of the nonpublic school.
7. Enter the name of the nonpublic school official.
8. Enter the phone number of the nonpublic school official.

**Section III - Consultation Topics:** To ensure timely and meaningful consultation, an LEA shall consult with appropriate nonpublic school officials during the design and development of the program. The LEA and nonpublic school officials shall both have the goal of reaching agreement on how to provide an equitable and effective program. To ensure consultation meets the needs of students and teachers, the topics listed must be discussed during the consultation process. The consultation shall occur before the agency or consortium makes any decision that affects the opportunities of eligible nonpublic school children, teachers, and other educational personnel to participate.

### **Section IV – Participation of Nonpublic School**

9. Enter the response from the nonpublic school on whether they agree that timely and meaningful consultation occurred before the school district made any decision that affected the participation of eligible nonpublic school children for each Federal program the LEA receives an allocation for.
10. Enter the response from the nonpublic school on whether they agree the program design is equitable with respect to eligible nonpublic school children and teachers for each Federal program the LEA receives an allocation for.
11. Enter the response from the nonpublic school on whether the nonpublic school wishes to participate for each Federal program the LEA receives an allocation for.
12. Signature of the nonpublic school official.
13. Date the nonpublic school official signed the Affirmation of Consultation.
14. Signature of the LEA authorized representative.
15. Date the LEA authorized representative signed the Affirmation of Consultation.



OFFICE OF QUALITY SCHOOLS – FEDERAL PROGRAMS  
**AFFIRMATION OF CONSULTATION WITH NONPUBLIC SCHOOL OFFICIALS**  
 FOR TITLES IA, IC, IIA, IIIA, and IVA

The Local Educational Agency must maintain a copy of this form for each eligible nonpublic school and provide a copy to the Missouri Department of Elementary and Secondary Education (DESE) with the district's Consolidated Federal Programs' Application.  
 Questions: (573) 751-3468 or [webreplyfom@dese.mo.gov](mailto:webreplyfom@dese.mo.gov)

**SECTION I – LOCAL EDUCATIONAL AGENCY INFORMATION**

1. LOCAL EDUCATIONAL AGENCY NAME	2. COUNTY-DISTRICT CODE
3. LOCAL EDUCATIONAL AGENCY CONTACT	4. PHONE NUMBER

**SECTION II – NONPUBLIC SCHOOL INFORMATION**

5. NAME OF NONPUBLIC SCHOOL	6. COUNTY-DISTRICT CODE
7. NAME OF NONPUBLIC SCHOOL OFFICIAL	8. PHONE NUMBER

**SECTION III – CONSULTATION TOPICS**

IA	IC, IIA, IIIA & IVA	The following are topics, by specific Title, that must be discussed during the consultation process.
X	X	1.How the children's needs will be identified
X	X	2.What services will be offered
X	X	3.How, where, and by whom the services will be provided
X		4.How the services will be academically assessed and how the results of that assessment will be used to improve those services
	X	5.How the services will be assessed and how the results of that assessment will be used to improve those services
X	X	6.The size and scope of the equitable services to be provided to the eligible nonpublic school children, teachers, and other educational personnel, the proportion/amount of funds that are allocated for such services, and how that proportion/amount of funds is determined
X		7.The method or sources of data that are used to determine the number of children from low-income families in participating school attendance areas who attend nonpublic schools
X	X	8.How and when the Local Educational Agency will make decisions about the delivery of services, including a thorough consideration and analysis of the views of the nonpublic school officials on the provision of services through a contract with potential third-party providers
X		9.How, if the Local Educational Agency disagrees with the views of the nonpublic school officials on the provision of services through a contract, the Local Educational Agency will provide in writing to the nonpublic school officials an analysis of the reasons why the Local Educational Agency has chosen not to use a contractor.
X	X	10.Whether the Local Educational Agency shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor
X	X	11.Whether to provide equitable services to eligible nonpublic school children (1) by creating a pool or pools of funds with all of the funds allocated based on all the children from low-income families in a participating school attendance area who attend nonpublic schools or (2) in the Local Educational Agencies participating school attendance area who attend nonpublic schools with the proportion of funds allocated based on the number of children from low-income families who attend nonpublic schools
X		12.When, including the approximate time of day, services will be provided
X		13.Whether to consolidate and use funds provided in coordination with eligible funds available for services to nonpublic school children under other Consolidated Application programs
X	X	14.Whether the Local Educational Agency will use an administrative reservation in order to administer equitable services
X	X	15.How nonpublic school parent and families will be involved equitably in services and activities
X	X	16. How any carryover funds will be used
	X	17. Whether the Local Educational Agency will transfer funds

**SECTION IV – PARTICIPATION OF NONPUBLIC SCHOOL**

	Title I.A	Title I.C	Title II.A	Title III.A	Title IV.A
9. We agree that timely and meaningful consultation occurred before the school district made any decision that affected the participation of eligible nonpublic school children in the Federal program.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. We agree that the program design is equitable with respect to eligible nonpublic school children and teachers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. The nonpublic school wishes to participate in the program.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

12. SIGNATURE OF NONPUBLIC SCHOOL OFFICIAL	13. DATE
14. SIGNATURE OF LOCAL EDUCATIONAL AGENCIES AUTHORIZED REPRESENTATIVE	15. DATE

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mogov](mailto:civilrights@dese.mogov)



OFFICE OF QUALITY SCHOOLS – FEDERAL PROGRAMS  
**PUBLIC/PRIVATE DESIGN FOR EDUCATIONAL SERVICE**  
 FOR TITLES IA, IC, IIA, IIIA, and IVA

In addition to the signed *Affirmation of Consultation with Nonpublic School Officials*, an LEA should keep detailed records of any interactions throughout the on-going consultation process with nonpublic schools. To ensure this consultation meets the needs of students and teachers in either type of school, it is required that administrators from public and nonpublic schools answer the questions written on the following pages. The LEA must complete one planning document with EACH nonpublic school it serves. When completed, this plan for services must be signed by officials from both parties and kept in the central office of each entity. The completed document must be available to parents of both public and nonpublic school students and the general public. This planning document will also be requested during a district's federal programs' monitoring and as part of the Consolidated Application process.

Programs included are: Title I,A., Title I,C, Title II,A, Title III,A, and Title IV.A

**LOCAL EDUCATIONAL AGENCY INFORMATION**

LOCAL EDUCATIONAL AGENCY NAME	COUNTY-DISTRICT CODE
SIGNATURE OF LEA AUTHORIZED REPRESENTATIVE	DATE

**NONPUBLIC SCHOOL INFORMATION**

NAME OF NONPUBLIC SCHOOL	COUNTY-DISTRICT CODE
SIGNATURE OF NONPUBLIC SCHOOL OFFICIAL	DATE

1. How the children's needs will be identified.

2. What services will be offered.

3. How, where, and by whom the services will be provided.

LOCAL EDUCATIONAL AGENCY NAME	NAME OF NONPUBLIC SCHOOL
<p>4. How the services will be academically assessed and how the results of that assessment will be used to improve those services. (Title IA only)</p>	
<p>5. How the services will be assessed and how the results of that assessment will be used to improve those services. (Titles IC, IIA, IIIA and IVA only)</p>	
<p>6. The size and scope of the equitable services to be provided to the eligible nonpublic school children, teachers, and other educational personnel, the proportion/amount of funds that are allocated for such services, and how that proportion/amount of funds is determined.</p>	
<p>7. The method or sources of data that are used to determine the number of children from low-income families in participating school attendance areas who attend nonpublic schools. (Title IA only)</p>	

LOCAL EDUCATIONAL AGENCY NAME	NAME OF NONPUBLIC SCHOOL
<p>8. How and when the Local Educational Agency will make decisions about the delivery of services, including a thorough consideration and analysis of the views of the nonpublic school officials on the provision of services through a contract with potential third-party providers.</p>	
<p>9. How, if the Local Educational Agency disagrees with the views of the nonpublic school officials on the provision of services through a contract, the Local Educational Agency will provide in writing to the nonpublic school officials an analysis of the reasons why the Local Educational Agency has chosen not to use a contractor. (Title IA only)</p>	
<p>10. Whether the Local Educational Agency shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor.</p>	

LOCAL EDUCATIONAL AGENCY NAME	NAME OF NONPUBLIC SCHOOL
<p>11. Whether to provide equitable services to eligible nonpublic school children (1) by creating a pool or pools of funds with all of the funds allocated based on all the children from low-income families in a participating school attendance area who attend nonpublic schools or (2) in the Local Educational Agencies participating school attendance area who attend nonpublic schools with the proportion of funds allocated based on the number of children from low-income families who attend nonpublic schools.</p>	
<p>12. When, including the approximate time of day, services will be provided. (Title IA only)</p>	
<p>13. Whether to consolidate and use funds provided in coordination with eligible funds available for services to nonpublic school children under other Consolidated Application programs. (Title IA only)</p>	

LOCAL EDUCATIONAL AGENCY NAME

NAME OF NONPUBLIC SCHOOL

14. Whether the Local Educational Agency will use an administrative reservation in order to administer equitable services.

15. How nonpublic school parents and families will be involved equitably in services and activities.

16. How any carryover funds will be used.

17. Whether the Local Educational Agency will transfer funds. (Only Titles IIA and IVA)

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