

Quick Reference Directions for Affirmation Forms

★ Don't overlook these items!

Step 1

Create a master copy prior to creating forms for schools by filling in the following:

Top of form: [District name](#) ★ and [Academic Year](#) ★

Section B: Check [Not Applicable](#) ★ for grants your district doesn't receive.

DPI recommends NOT leaving this to the schools.

Step 2

Create one copy for each of your listed in-district schools.

Create one copy for each out-of-district school, if needed.

Add the [school name](#) ★ at the top of each form. (DPI recommends NOT leaving this to the schools.)

Step 3

If consultation occurs, make sure [private schools](#) do the following:

- ☐ Section A- One and only one [check-box](#).
- ☐ Section B- For each service: [Accept](#) or [Decline](#)
- ☐ Section C- [Hand signature](#)

**District employees
never mark these
check-boxes.**

If consultation does not occur (FOR WHATEVER REASON), Sections A, B and C are not completed. Instead, the district checks one or both boxes in Section D.

Step 4

[District](#) completes and signs [Section E](#) ★ on each form, whether consultation occurred or not.

Step 5

Verify that all forms are completed.



See [Parts 7 & 8 of the DPI Guidelines for ESEA Equitable Services](#) for details about completing and submitting the forms.