

### **Sharing and Completing the Affirmation Form** *DPI Guidelines for ESEA Equitable Services, Part 7*

During the annual initial consultation meetings, the district will present the *Affirmation of Notification, Invitation and Consultation for Equitable Services* to private school officials. It is not sent to private schools that do not engage in consultation. The “in-district” form covers all applicable ESEA grants, while the “out-of-district” form covers only Title I-A. (See *Part 2* of these *Guidelines*.)

School and District Info Boxes: For each school invited to consult, *the district should complete this information* at the top of the form prior to consultation.

Section A: If **consultation occurred**, *one and only one box* must be checked. A private school official believing appropriate consultation did not occur will check box A-2. However, districts that follow *Parts 1 through 6* of these *Guidelines* should be able to assure private schools that appropriate consultation has been provided. If a private school selects box A-2, the district should contact DPI for guidance.

Section B: The district should check the appropriate “Not applicable” boxes prior to consultation (for in-district forms only). The “Accept” and “Decline” boxes are only for private schools to check during or shortly after consultation. If **consultation occurred**, *one and only one box* will be checked for each Title grant. District staff do not check the “Accept” or “Decline” boxes, because if consultation did not take place (see Section D), the school can neither accept nor decline service based on consultation.

Section C: A private school official’s hand signature confirms that the school is a non-profit and that they will provide data and consult as needed to allow the district to implement any accepted services. If **consultation occurred**, this box must be complete, including a hand signature and date.

Section D: This section provides required notification that the outreach effort was made but **consultation did not take place**, because the private school did not respond, refused consultation or chose not to complete the form. See *Part 2* for more information.

Section E: This section *must be completed* for each private school that was invited, whether they consulted or not. A hand signature and date are required.

A private school official may wish to hold onto an incomplete form after the initial consultation for discussion with stakeholders. If so, the district should stipulate in writing (e.g., via email) that the completed form must be returned by a reasonable date set by the district (*Part 1*) so that the district has all forms on hand when planning for its Consolidated application. Consulting schools should be given a copy of the signed form after it has been completed.

Each form, whether consultation took place (Sections A, B **and** C) or not (Section D), must be completed correctly for the application in CCIP to be approved. See *Part 8* for information about entering the forms and other equitable services information into CCIP.

*For additional information about equitable services under the Elementary and Secondary Education Act, contact Talbot Troy at 984-236-2797 or [talbot.troy@dpi.nc.gov](mailto:talbot.troy@dpi.nc.gov).*