

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

Revised 1.27.26

During the annual initial consultation meetings, the district will present the *Affirmation of Invitation and Consultation for Equitable Services* to private school officials so that they may complete Sections A, B and C. It should never be sent to private schools that do not engage in consultation. For those schools, the district must complete Section D. **Thus, each private school in the directory will be represented by an in-district Affirmation form.** The “out-of-district” form is completed on an as-needed basis and applies only to Title I-A. (See *Part 2* of these *Guidelines* regarding the requirements for inviting schools to consult.)

School and District Info Boxes: For each school listed in the directory, *the district should complete* the top of the form prior to consultation.

Section A: If **consultation occurred**, *one and only one* box in Section A must be checked. A private school official who believes appropriate consultation took place will check box A-1. However, if a private school selects box A-2, the district should follow up with the school to remediate any concerns so that box A-1 is ultimately selected. Otherwise, DPI will contact any private school whose form is submitted with A-2 checked.

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 occurs**, *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 the school can neither accept nor decline service based on consultation (see Section D).

Section C: A private school official’s hand signature confirms that the school is a non-profit and that they will provide data and engage in ongoing consultation 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: In cases where **consultation did not take place**, Section D is required. Box D-1 should be checked if the school did not consult despite being invited. Section D-2 should be checked in the rare instances where the district has documented with certainty that a listed school is closed or ineligible to participate in services, and this might occur after the district has attempted to invite the school, in which case both D-1 and D-2 would be checked. **If a district checks D-2 instead of inviting the school to consult but then discovers, at any time during the upcoming year, that the school was, in fact, operating and eligible during the consultation period, the district will be required to offer consultation and possibly services, even if it results in mid-year recalculation of proportionate share. For this reason, districts are advised to be cautious about foregoing any invitations and leaving box D-1 unchecked.**

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 (See *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. Incomplete or incorrect forms may result in delayed approval of the Consolidated Applications. 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.