

Uploading Forms and Entering Information into CCIP

DPI Guidelines for ESEA Equitable Services, Part 8

Overview

No later than the reasonable deadline set by the district, per *Part 1* of these *Guidelines*, the initial consultations should be completed and districts should have all the information they need from private schools to plan for their consolidated grants and enter information into CCIP.

Uploading the *Affirmation* Forms in CCIP

The Consolidated Related Documents section of CCIP includes links for uploading the *Affirmation of Notification, Invitation & Consultation for Equitable Services* forms. The following materials should not be uploaded: invitations, RSVPs, certified mail receipts, meeting minutes, agendas or other artifacts related to the outreach efforts. Instead, all such records should be maintained by the district and shared with DPI upon request.

For in-district private schools:

- There should be one and only one form for each school that is located in the district, per the [North Carolina Directory of Private Schools](#), whether they consulted or not. *The number of pages to upload will equal number of private schools in the district.* If there are no private schools in the district, nothing will be uploaded via the in-district link.
- One PDF file containing all in-district forms is preferred by DPI. The district may arrange the forms in simple alphabetical order, regardless of which schools consulted and which did not. Alternatively, the district may wish to place the schools that consulted on the top of the stack, followed by those that did not consult (or in whatever logical order the district chooses).
- Districts with large numbers of schools (e.g., more than a couple dozen) may prefer to scan the forms into two or three PDF files. If so, this should be done in an easy-to-follow arrangement. For example, one PDF could be for those that consulted (i.e., completed Sections A, B & C) and another PDF could be for those that did not (i.e., Section D checked by district). Or, the district may choose to place participating schools in a separate PDF from those that did not participate.
- It is up to the district to decide how to arrange the forms. However, using a logical order and minimizing the number of PDF files will expedite the CCIP review and make it easier to locate specific forms as needed. DPI requests that no more than 3 files are uploaded for in-district schools.
- For the out-of-district schools, if applicable, the same considerations for arranging the file(s) should apply. The number of forms will depend on how many out-of-district schools the district has notified about consultation (*Part 2*), not on what is listed in the directory. If no out-of-district private schools were invited to consult, nothing will be uploaded via the out-of-district link.

Entering Equitable Services Information in CCIP

The Title I-A grant detail section requires districts to indicate whether or not private schools are located in the district's enrollment boundary according to the [Directory of Private Schools](#). It also includes questions about inter-district students that may affect the district's Title I-A budget or may require the district to notify other districts of their requirements to reach out. See [Part 2](#) for more details.

The Title I-A Building Eligibility page includes a column in which districts are to indicate how many low-income private school children, as reported by the private schools, reside in Title I-served enrollment zones. Only the boxes associated with Title I-served schools need to have information entered. (Zeroes do not need to be entered.) Although these entries are associated with individual Title I-A schools, the calculation does not consider the low-income percentages of the enrollment zones. Instead, only the total will be used by CCIP to calculate Title I-A proportionate share that will then automatically appear at the top of the Set-Asides page. (Entries made in non-Title I enrollment zones will be ignored by CCIP.) DPI's [Proportionate Share Calculator](#) uses the same formulation, except that it uses the total count, and does not require individual entries based on specific enrollments zones. See [Part 6](#) for more details.

The grant details sections for Titles II-A, III-A and IV-A required entries that mirror the ones included in the [Proportionate Share Calculator](#). Unlike with Title I-A, these calculations include a reasonable administrative cost that must be entered by the district. This amount will be deducted from the amount available for the proportionate share calculation. Therefore, during implementation of these (non-Title I) grants, the calculated funds are used only for services, with none of them being directed towards administrative costs.

Carryover for each PRC, if applicable, is calculated separately from the new fiscal year amount and included in site code 860 of the budget. See [Part 4](#) for more information.

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.