1. **Is there a central resource that verifies all private schools in a district?**

Yes - except that it is based on counties, not school districts, per se. The [NC Directory of Private Schools](http://ncadmin.nc.gov/citizens/private-school/nc-directory-private-schools) is managed by NC Department of Administration Division of Non-Public Education (DNPE). The directory is updated in June at the conclusion of each school year.

1. **What if a private school is not included on the** [**NC Directory of Private Schools**](http://ncadmin.nc.gov/citizens/private-school/nc-directory-private-schools)**?**

If the LEA is aware of a new private school that does not appear in the directory, the administrators should contact the DNPE at 919-733-4276 to verify that the school has been recognized by DNPE. If so, the school must be consulted along with the other schools. Also, it would be prudent to notify the private school officials that they should contact DNPE regarding their listing in the directory.

1. **What if the** [**NC Directory of Private Schools**](http://ncadmin.nc.gov/citizens/private-school/nc-directory-private-schools) **shows a private school with an enrollment or staff count of zero?**

The LEA must invite all the listed schools to consult, regardless of the enrollment or staff numbers showing up as zeroes. Once you are in touch with the school, it would be prudent to ask them about their enrollment and alert them about the zeros in their directory listing.

1. **What is a reasonable time frame for notification to private schools (for the consultation meeting)?**

LEAs should provide private school officials with sufficient notice in order to allow adequate time to plan to attend your meeting(s). Typically, a notice of 14-21 days is sufficient. A good question to ask yourself is, “How much notice would I need to adjust my schedule to attend such a meeting?”

1. **Will we receive a list of what should be shared with our private schools to ensure we cover the new requirements?**

Yes. The *Summary of Topics for Consultation and Statement of Assurances* document is provided as a PDF on the [DPI Equitable Services website](http://www.ncpublicschools.org/program-monitoring/titleIA/equitable-private/). It is recommended that you send this list to the private schools when you invite them to consult and that you have it available during consultation.

1. **Should we send the *Affirmation of Consultation and Agreement with Private School Officials* form to the private schools when we invite them?**

It is recommended that the form (a.k.a., *Affirmation of Consultation*) be shared during consultation, not as a part of the invitation. The form is designed to be filled out by private school officials to document that they are taking part in the consultation process and have accepted or declined to participate in applicable services.

1. **What if a private school responds to the invitation by indicating that they do not wish to participate in equitable services?**

In this case, the private school has refused an invitation to consult. They have not declined services because no consultation has occurred. See Question 8.

1. **What is meant by 3 direct invitations to consult?**

Direct invitations are those whose receipt can be verified:

* Certified mail, FedEx, UPS or other such services where receipt is documented by a signature
* Email with a “read” receipt confirmation showing that the director/principal of the private school opened the email.

Examples of indirect invitations are regular US mail, emails with no responses, phone contact, web postings, and public advertisements. Such indirect means may be used for invitations but are not valid for documenting an invitation unless written responses are received from the private school principal or director explicitly referring to the consultation meeting.

1. **What if a private school does not accept the invitation to consult?**

If no consultation has occurred, the LEA must check “**The LEA Hereby Asserts**” box on the *Affirmation of Consultation* form. The private school signature line and the “Accept” and “Decline” boxes should be left blank.

If a private school actively indicates that they do not wish to consult, written documentation of this should be retained by the LEA in the form of emails, memos, letters, survey forms, or detailed phone notes. No additional invitations need to be sent to that school. If a private school refuses to respond to three direct invitations, the LEA must retain documentation of all three attempts. See Question 8.

1. **What if the private school accepts an invitation to consult but then does not show up at the meeting?**

The response of the private school official should be retained as documentation that the invitation was offered and received. No additional formal documentation of direct invitation is required. However, the LEA should follow up with the private school to arrange another opportunity to consult.

1. **What documents related to equitable services must be uploaded into CCIP, and where in CCIP will they be uploaded?**

For each private school, one and only one *Affirmation of Consultation* form should be completed. DPI prefers that all of these forms are scanned into one PDF document, with the number of pages equaling the number of private schools.

Since equitable services pertain to multiple federal programs that are included in the funding applications, the *Affirmation of Consultation* forms will be uploaded in the Consolidated Related Documents section of CCIP.

Items that must be retained by the LEAs include invitations, meeting artifacts, and documents related to the provision of services. NOTE: Please do not load any of these items into CCIP. Doing so may result in the district’s CCIP application being returned so that the items may be removed.

1. **Why does the LEA have to calculate the amounts available for equitable services if CCIP does that for us?**
* The LEA will need estimates of the amounts when it consults with private school officials.
* The LEA will need to be able to show the private school officials how those values are calculated.
* When the actual allocations drop later in the year, the LEA will be responsible for adjusting the amounts available for equitable services. (This should be explained to the private school representatives during the consultations.)
1. **Will each federal funding application within CCIP contain a section for determining proportionate share for each individual federal program?**
* For Title I-A, CCIP will automatically calculate the private school proportionate share amount, based on the planning allotment, district total enrollment, and low-income student enrollments. This value will appear in the Set-asides page.
* The CCIP applications for Title II-A and Title IV-A will include items in the Grant Details sections where the equitable services amounts are calculated.

1. **How do we calculate the amount that must be made available for equitable services in each of the grants?**

The November 21, 2016 USED non-regulatory guidance is available at the [Federal Programs Monitoring and Support web page for Equitable Services](http://www.ncpublicschools.org/program-monitoring/titleIA/equitable-private/):

* For the Title I proportionate share amount, see item O-2 starting on page 29.
* For Title II, see item P-2 staring on page 35.

When estimating the amount available for each applicable grant, the LEA should assume 85% of the current year’s allocation being available next year. (During the consultation process, the LEA will likely have to rely on estimates.)

As of May 2018, DPI is awaiting guidance from USED regarding Title III, Title, IV-A, Title IV-B and Title I-C.

1. **For Title I, is the private school percentage calculated on the total number of low-income children in the district or the number of low-income children in participating Title I school attendance areas?**

A private school student will count towards the private school proportionate share of Title I funds if both of the following are true:

* The student resides in a participating Title I public school attendance area, and
* The student attends a private school that has elected to participate in Title I equitable services. (i.e., The private school official checked the “Accept” box in the Title I section of the *Affirmation of Consultation* form.)
1. **How is the number of low-income students attending private schools determined?**

According to ESSA Section 1117(c)(1), the number of low-income students ages 5-17 attending private schools and residing in eligible school attendance areas may be determined in one of four ways:

* Using the same measure of low income used to calculate public school children (e.g., household applications);
* Using the results of a survey that protects the identity of families of private school students and allowing such survey results to be extrapolated if complete actual data are unavailable;
* Applying the low-income percentage of each Title I school to the number of private school children who reside in that school attendance area; or
* Using an equated measure of low income correlated with the measure of low income used to calculate public school children.

While ESSA states that it is the LEA which has the final authority in calculating these numbers, the LEA and the private schools will consult in determining which of the above methods will be most practical and accurate. Documentation to support the numbers of students should be kept in file by the LEA and should respect all laws regarding the information privacy of students and their families.

For examples of how to determine the number of low-income private school students, refer to the October 17, 2003 USED non-regulatory guidance beginning on page 11. In addition, sample surveys are included in the Appendices.

1. **How do we account for a child who attends a private school within our own LEA, but resides in another LEA?**
* The Title I private school proportionate share set aside by the LEA is based on the number of low-income private school students who live in Title I-participating attendance areas, regardless of where the private school they attend is located. If a participating private school has low-income students from more than one LEA, the LEAs should be prepared to collaborate in the provision of Title I equitable services.
* Equitable services for the other grants (Titles I-C, II-A, III-A, IV-A, and IV-B) are based on the locations of private schools and their enrollment numbers, not on residency of children.
1. **How are private school children identified as residing in a participating public school attendance area if the district is operating under an open enrollment, desegregation, or magnet plan?**

LEA must, in consultation with private school officials, determine an equitable way to identify eligible private school children. For example, the LEA may assign a private school child to the public school attendance area in which the child resides or to the public school that the child would have attended if not enrolled in a private school.

1. **Is the “total amount” that we use to calculate the private school proportionate share based on the new funds or must this include carryover funds?**

The share of funds to be used for equitable services to private schools is based on the new allocation for a given school year. It does not include carryover. This applies to each grant covered by the equitable services provisions (Titles I-A, I-C, II-A, III-A, IV-A, and IV-B).

1. **When the actual allotments drop later in the year, are the LEAs required to adjust the amounts available for equitable services?**

Yes. During the consultation process, the LEAs should explain this to the private school officials.

1. **Do we take the proportionate share for private schools from the total Title I allotment including the additional Neglected & Delinquent reservation?**

Yes – it is based on the full annual allotment for Title I-A (not including carryover). NOTE: Very few school districts receive this N&D reservation. These funds are included as part of the Title I-part A allotments, even though they are authorized in ESSA under subpart 2 of Title I-part D. This does not affect any set-aside amount for Neglected and Delinquent that is entered in CCIP after the private school proportionate share is taken off the top.

1. **Does the funding for personnel at the private schools remain with the LEA or is it paid directly to the private school to go through their payroll?**

The funding for personnel remains at the LEA and never goes through the private school’s payroll. See ESSA - section 1117(d)(2)(B) – “Requirement – In the provision of such services, such employee, individual, association, agency, or organization shall be independent of such private school and of any religious organization, and such employment or contract shall be under the control and supervision of [the LEA].”

The LEA is never allowed to provide funds to a private school. In order to provide tutoring services, the LEA must supervise and pay the tutor. The LEA must follow its procedures for establishing service agreements (contracts) with individuals or vendors. The tutor may be an employee of the private school, but the service that is being paid for by the LEA cannot take place during time for which the tutor is being paid by the school.

1. **If you have private schools that want to use Title II funds only, will there be guidance on Title II and a separate attestation?**
* Information regarding Title II funds may be found in the November 21, 2016 USED non-regulatory guidance – section P-2. See Question 14.
* The *Affirmation of Consultation* form and the *Summary of Topics for Consultation and Statement of Assurances* document both apply to all grants that are subject to the equitable services provisions. The documents are available on the [DPI Equitable Services website](http://www.ncpublicschools.org/program-monitoring/titleIA/equitable-private/).
1. **If the LEA plans to pay for the private school teachers to attend a PD event and registration fees are required, how can that be paid for?**

The LEA should collect the invoices from the provider of the PD and pay them directly. The LEA is not allowed to reimburse a private school that has made the payments themselves. The payment may only cover activities that are non-ideological and non-religious, and it must not include any charges for food.