

PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Catherine Truitt, *Superintendent of Public Instruction*

WWW.DPI.NC.GOV

To: Federal Program Directors of School Districts in North Carolina

From: Federal Programs Monitoring and Support Division
North Carolina Department of Public Instruction

Date: May 7, 2021

Subject: **Completing and Uploading the *Affirmation* forms for Equitable Services**

Overview

During the annual initial consultation meetings, the district will present the *Affirmation of Notification, Invitation and Consultation for Equitable Services* to private school representatives who engage in consultation, per the [memo of March 23, 2021](#). In some cases, private school officials may wish to take the form with them to discuss it with their stakeholders after the consultation meeting. If so, districts should specify a date by which the form must be completed and returned. Consulting schools should be given a copy of the completed form. The form is not presented to private schools that do not engage in consultation.

The new versions of the *Affirmation* forms were provided directly to federal program administrators as an attachment at the bottom of the March 5, 2021, FPMS weekly Update. Last year's form is still valid, but the new form provides more clarity on private school obligations and includes a disclaimer related to non-profit status. Additionally, there are now two separate versions: one for in-district schools and one for out-of-district schools. This memo explains the purposes of the forms, how they must be completed and how to upload them into CCIP.

Completing the *Affirmation* forms

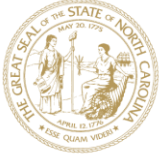
The *Affirmation* form is designed to document three steps that are required by ESEA:

- 1- Notification and invitation of the private schools – There must be one “in-district” *Affirmation* form on file for each school within the district's enrollment zones, as listed in [the directory](#). And, starting this year, an “out-of-district” *Affirmation* form allows the district to document the outreach to schools that enroll its resident children who cross district lines to attend private school and who may generate Title I-A proportionate share funding. The main distinction is that the in-district forms cover all six of the consolidated grants, while the out-of-district forms cover only Title I-A. Each district

FEDERAL PROGRAM MONITORING AND SUPPORT DIVISION

6307 Mail Service Center, Raleigh, North Carolina 27699-6307 | (984) 236-2786 | Fax (984) 236-2099

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Catherine Truitt, *Superintendent of Public Instruction*

WWW.DPI.NC.GOV

should determine which, if any, out-of-district schools to reach out to, as described in the [memo of February 19, 2021](#).

- 2- Appropriate consultation – Section A allows private schools that do engage in consultation to indicate whether the district provided sufficient information regarding services. Section B is where *private schools* indicate their choices regarding services from each of the offered programs. Section C includes an affirmation that any private school accepting services is a non-profit school and that they will provide necessary information and engage in ongoing consultation.
- 3- Identification of which private schools did not consult – Private schools that refuse consultation cannot fill in Section A, B and C, *precisely because filling in those sections is a function of the consultation*. For these schools, the district will mark the box in Section D (which lists the possible reasons a school did not consult). Therefore, any form where Sections A, B and C are not completed by the private school will be marked in Section D by the district staff.

If a private school declines to consult, they have neither accepted nor declined services, as defined by the language of the *Affirmation* form. Instead, they have opted out of addressing the question in the context of an appropriate consultation. That is why *districts never fill in the "decline" boxes in Section B*, even if a private school official informs the district that they do not wish to participate. When this information is given outside of the context of an appropriate consultation, Section D should be marked.

All forms, whether consultation took place (Sections A, B and C) or not (Section D), must be completed correctly in order for the application in CCIP to be approved. This includes the information at the top (above Section A), which should be completed by the district prior to consultation. Section E is required for all forms. For district and private school officials the names should be legible, and signatures must be made by hand.

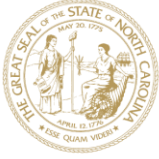
Uploading the *Affirmation* forms in CCIP

CCIP will have two separate links for uploading the forms: one for in-district schools and one for out-of-district schools. The following materials should not be uploaded: invitations, RSVPs, certified mail receipts, meeting minutes, agendas or other artifacts related to private school outreach. Instead, all such records should be maintained by the district and shared with DPI upon request.

FEDERAL PROGRAM MONITORING AND SUPPORT DIVISION

6307 Mail Service Center, Raleigh, North Carolina 27699-6307 | (984) 236-2786 | Fax (984) 236-2099

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Catherine Truitt, Superintendent of Public Instruction

WWW.DPI.NC.GOV

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 no private schools are located in the district, nothing will be uploaded via this link in the consolidated related documents section of CCIP.
- The stack should be alphabetized by school name (as they appear in the directory).
- One PDF file is preferred by DPI. The district may order 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 some other logical arrangement).
- Districts with large numbers of schools (i.e., 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, the first portion of the alphabetical stack could be in the first PDF and so on. Or, one PDF could be for those that consulted (Sections A, B & C) and another PDF could be for those that did not (Section D).
- It is up to the district to decide how to arrange the forms. However, 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 used.

For the out-of-district schools, if applicable, the same considerations listed above should apply (i.e., minimum number of PDF files, alphabetical order and logical arrangement). However, the number of forms will depend on how many out-of-district schools the district has notified about consultation, per the [memo of February 19, 2021](#), not on what is listed in the directory. These forms will serve the same purposes of documentation as the in-district forms do. If no out-of-district schools have been notified by the district, no forms will be required via this link in the consolidated related documents section of 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.

FEDERAL PROGRAM MONITORING AND SUPPORT DIVISION

6307 Mail Service Center, Raleigh, North Carolina 27699-6307 | (984) 236-2786 | Fax (984) 236-2099

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER