Private School Participation in Federal Programs District Directions

This document supports districts in the use of the Private Participation in Federal Programs application in the Education Data System (EDS) to identify, contact, and consult with private schools.

District Responsibilities

- **Login into EDS**. See Education Data System (EDS) Log-In Instructions.
- **Go to the Private Participation in Federal Programs Application**.
- **Identify and contact private schools.**
  - Initiate contact with private school officials using information from the *Application Status* tab or *Detail View* tab. This initial contact is to notify private schools in your district's boundaries of:
    - The option to participate in federal programs.
    - The opening/closing date of the application.
  - **Districts must attempt to contact these schools at least twice and document attempts in the Contact Log.** Contact must be in person, by telephone, or email. You must receive a response. Leaving a phone message or unanswered emails will <u>not</u> be considered adequate attempts.
  - If a private school does not respond after two attempts to make contact, districts must send the private school a certified letter. If the private school does not respond, it will be considered as NOT PARTICIPATING, and will not be included in the allocation of funds for federal program services.
- **Consult with private schools.**
  - Use the *Detail View* tab to contact private schools within the district who have indicated participation in federal programs.
    - For Title I, Part A, districts must also identify and serve eligible district students who attend private schools outside district boundaries. This will require a consultation process once students are identified. Use the *Out-of-District Report provided by OSPI* to identify likely private school contacts for out-of- district students.
  - Complete the Affirmation of Consultation with each participating private school. Upload the affirmation and enter dates of consultation under the *Consultations* tab.
  - Provide ongoing consultation and program evaluation with participating private schools throughout the year. Keep a record of ongoing consultations.

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Private Participation Application Details

APPLICATION STATUS TAB

This page displays <u>all</u> approved nonprofit private schools located in the district's boundaries. The "Status" column displays complete applications. Click the name of the private school to view contact and participation information. **Districts who had no private schools within their boundaries in past years should review the application to verify there are currently no private schools.**

EQUITABLE SERVICES SET-ASIDE TAB

This page displays the name of the private school, the programs they are participating in, and the amount of funds set aside for each federal program. **This tab will not function for 2023–24 and beyond due to the transition from iGrants to EGMS**.

CONSULTATIONS TAB

This page displays participating private schools and collects specific information for each private school. Click "Update" to provide/view the following:

- Dates of Consultation–District enters the dates of initial and ongoing consultations. Enter dates where two-way communication between the district and private school has occurred and decisions are made that impact services to the private school through in-person meetings, emails, telephone conversations, or online meetings.
- Private school's choice of federal programs for participation–this field automatically uploads from the private school's intent to participate application.
- Affirmation of Consultation Upload–Districts must upload the signed [Affirmation of Consultation](#) for each participating private school.
- Title I, Part A Record of Agreed Upon Services Upload–If private school requests participation in Title I, Part A, districts must upload the signed [Title I, Part A Record of Agreed Upon Services](#).
- OSPI Approval of Documentation, Meaningful and Timely Consultation Occurred, OSPI Follow-up, Consultations Tab Completion–These fields are for OSPI administrative use.

DETAIL VIEW TAB

This page displays Nonparticipating, Participating, and Schools Not Applied in your district. This page is regularly updated as private schools complete the application.

CONTACT LOG TAB

Districts must use the contact log to document attempts to contact the private schools that have not completed their intent to participate before the application due date. The contact log can also be used to track any communication with private schools.

ENROLLMENT REPORT TAB (Under District Reports)

The Enrollment Report is in the "Reports" tab and displays the participating private schools, total enrollment, and the federal programs in which the schools chose participation.

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OUT-OF-DISTRICT REPORT TAB (Under District Reports)

This report provides a list of districts identified by a private school as having students who live within your district boundaries. Use this list to facilitate communication between nearby districts and private schools to identify students that may be eligible for Title I, Part A or Title IV, Part B services**. A final list will be generated and sent to all districts after the closing of the application. Please double check the final list to ensure you have the most current information.** For further information, see the Out-of-District Private School Guidance.

If you have any questions regarding this information, please contact julie.chace@k12.wa.us or sheila.gerrish@k12.wa.us.

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