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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

k12.wa.us

February 13, 2020

(X) Action Required

Due date: April 15, 2020

(X) Informational

BULLETIN NO. 003-20 SPECIAL PROGRAMS & FEDERAL ACCOUNTABILITY

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Private School Administrators  
Federal Grants Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Private School Participation in Federal Programs

CONTACT: Mary Jo Johnson, Program Supervisor, Private Schools  
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## **PURPOSE/BACKGROUND**

Since the passage of the Elementary and Secondary Education Act (ESEA) in 1965, school districts have been required to provide equitable services to private school students, teachers, and in some cases, other education personnel, and parents under several federal programs. The Office of Superintendent of Public Instruction (OSPI) issues this bulletin to provide guidance for private school participation in ESEA federal programs. Although Perkins IV is authorized under the Carl D. Perkins Career and Technical Education Act of 2006, it is also included in the application for participation in federal programs for private school.

Find descriptions of the available federal programs in Attachment A. See detailed instructions and responsibilities for [private schools](#) and [school districts](#). To participate in any federal program, a private school must notify OSPI and the local school district of their intent to participate each year. Private schools complete their intent to participate via the Private Participation in Federal Programs application in the [Education Data System \(EDS\)](#).

The application is due **April 15. If the private school does not complete this application, there will be no services for the upcoming school year.**

## PRIVATE SCHOOLS

In order for a private school to qualify for and then participate in federal program equitable services, a private school must:

- Be a non-profit, elementary or secondary school approved by the [Washington State Board of Education](#).
- Have notified the school district and OSPI of its intent to participate or not in federal program equitable services by completing and submitting the Private Participation in Federal Programs application in EDS.
  - **NEW!** Private schools must hand enter the Private School October Enrollment data (previously collected through the P105B Enrollment report) in the intent to participate. This information drives the allocations for services for the 2020–21 school year.
  - **In addition to entering the October Enrollment data, private schools must accurately report additional student data in Section 3 and Section 4 of the Private Participation in Federal Programs application.**

Instructions to log into EDS are in Attachment B. See Attachment A for a detailed list of federal programs with equitable services requirements.

**If a private school does not complete the Private Participation in Federal Programs application in EDS by April 15, its students, teachers, and other education personnel are not eligible to participate in equitable services for the 2020–21 school year.**

## SCHOOL DISTRICTS

School districts must make initial contact with all private schools located in their boundaries to ensure they complete the Private Participation in Federal Programs application in EDS and document attempts to contact private schools under the “Contact Log” tab in the application. The Title I, Part A program also requires school districts to provide equitable services to **eligible** students who attend participating private schools located **outside the school district boundaries**. Each school district must also identify if their students attend private schools located outside district boundaries. If the students generate funding for Title I, Part A equitable services, the school district would also be responsible to provide services to eligible students.

## RESOURCES

Find additional resources and guidance on OSPI's [ESEA private school webpage](#).

## TECHNICAL ASSISTANCE WEBINAR

A webinar regarding private school participation in federal programs is scheduled for March 2, 2020. This training will focus on the requirements and responsibilities of private schools and school districts. Register for the webinar:

[https://zoom.us/webinar/register/WN\\_I39RbKAYt6WwGBUD1OiN0w](https://zoom.us/webinar/register/WN_I39RbKAYt6WwGBUD1OiN0w).

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Mary Jo Johnson, Program Supervisor, at [maryjo.johnson@k12.wa.us](mailto:maryjo.johnson@k12.wa.us); or Julie Chace, Program Supervisor, at [julie.chace@k12.wa.us](mailto:julie.chace@k12.wa.us). You can also call the Title I/LAP office at 360-725-6100. OSPI's TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins and Memos](#) page of the OSPI website.

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Title I, Part A & Learning Assistance Program (LAP)

CR:mjj:jc

Attachment A: Federal Programs Required to Provide Equitable Services  
Attachment B: 2019–20 Education Data System (EDS) Log-in Instructions

*OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).*