

Title I Services for Private School Students Attending a Private School Located in a Different LEA

When it comes to Title I services for private school students, the Local Educational Agency (LEA) where the student resides is responsible for ensuring that Title I services are provided; even if that student attends a private school located in a different LEA (20 U.S.C § 6301). Ensuring that private school students across LEA boundaries receive services may seem complex at first, but collaboration and clear communication between LEAs will help make this process easier for all involved.

INITIAL COMMUNICATION and CONSULTATION

The LEA where a student resides is responsible for ensuring that services are provided. This LEA is called the “**Student’s Resident LEA.**” This LEA should:

1. Take the initiative to call any surrounding LEAs when beginning to plan for services (both public and private) for the following school year (generally, this should occur in the early spring prior to the start of the next school year).

However, often the Student Resident LEA may not be aware of students attending a private school located in another LEA. In this case, an LEA consulting with the private schools located within its boundaries is better equipped to identify any students who reside in a different LEA’s boundaries. This LEA is called the “**LEA Where the Private School is Located.**” This LEA must:

1. Identify student addresses that are located in a different LEA.
2. Contact the LEAs where the students reside and provide the student information collected from the private school.
3. Remind the Student Resident LEA that they are responsible for serving their resident private school students if there is an allocation available. Be open to collaborating with the Student Resident LEA.

Student’s Resident LEA Responsibilities:	Private School Responsibilities:	LEA Where Private School is Located Responsibilities:
<ol style="list-style-type: none"> 1. Call neighboring LEAs to determine if there are students residing in your district that are attending private schools in a different LEA’s boundaries. 2. If applicable, request student information from the LEA Where the Private School is Located: <ol style="list-style-type: none"> a. Grade levels and addresses to determine which students live within Title I attendance areas in your LEA. b. Student poverty data, to determine the resident students’ eligibility to generate a Title I allocation. c. Determine and communicate the poverty measure to be used, and provide any other information the private school needs to gather the requested information. 3. If the LEA Where the Private School is Located contacts you 	<ol style="list-style-type: none"> 1. Provide the requested student information to the LEA Where Your Private School is Located. 2. Make note of the students living in neighboring LEAs, so your LEA can work with these LEAs to determine student eligibility. 3. Cooperate with requests and deadlines from all LEAs in which your students reside. 	<ol style="list-style-type: none"> 1. In consultation with the private school(s) located in your LEA’s boundaries: Request student information: <ol style="list-style-type: none"> a. Grade levels and addresses for each student, to determine which students live within Title I attendance areas in your LEA and identify students that reside in a different LEA’s boundaries. b. Student poverty data, to determine students’ eligibility to generate a Title I allocation. c. Determine and communicate the poverty measure to be used, and provide any other information the private school needs to gather the requested information. 2. Contact the LEAs that have students who are living in their boundaries but are attending a private school located in your LEA. 3. Collaborate with those LEAs to

<p>first, identifying students that reside in your LEA, follow step 2(a-c).</p> <p>4. Add the private school to the LEA's Title I-A application by selecting 'yes' on the 'Private School Outside of LEA' section of the Title I-A application.</p> <p>a. LEA will be required to select where the private school is located before selecting the private school.</p> <p>5. Enter enrollment information for the private school in the TI-A Private School Enrollment section of the application.</p>		<p>share the necessary student information.</p> <p>4. Upload the completed Affirmation of Consultation with Private School Officials form to WISEgrants.</p>
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DETERMINING WHICH LEA PROVIDES SERVICES

The responsibility for ensuring services are provided to the private school students is that of the Student's Resident LEA. When determining which LEA will provide Title I services to students attending a school outside of their resident LEA, consider the following questions:

- What is the amount of funding available to support the students? Is the amount significant enough to support an additional program?
- How do the needs of the students align with the needs of the students residing in the LEA Where the Private School is Located?
- How does distance factor into the services that could be provided by the Student Resident's LEA?
 - Based on the location of the private school and Student Resident LEA, is it feasible for the LEA to travel to the school to provide services?
 - Is student transportation a factor for how services can be provided?
- What is the ability and willingness of the LEA Where the Private School is Located to provide services to these students?
- During consultation, does the private school share their preference for how services will be provided?
- What would be the least disruptive service delivery model for the students?

SERVICES PROVIDED BY THE STUDENT'S RESIDENT LEA

<p>Student's Resident LEA Responsibilities:</p>	<p>Private School Responsibilities:</p>	<p>LEA Where Private School is Located Responsibilities:</p>
<p>1. Evaluate the needs of the student(s) attending the private school.</p> <p>2. Determine what services can and will be provided to the students identified above.</p> <p>3. Monitor implementation of plans to ensure services are provided as reasonably close to when public school student services begin. Set up meetings or take other actions</p>	<p>1. Put the needs of the student(s) first.</p> <p>2. Be available for ongoing consultations with the Student's Resident LEA or suggest alternate times/dates to meet either in-person or by phone to plan for services.</p> <p>3. Meet all applicable deadlines communicated by the LEA.</p>	<p>1. Cooperate, communicate, and coordinate with the Student Resident LEA to support private school requests regarding the Title I programs, as necessary.</p>

<p>as necessary to keep things on track.</p> <p>4. Ensure services are evaluated for effectiveness and that the private school is informed of any evaluation and resulting modifications to services.</p> <p>5. Follow financial procedures and ensure services are paid for in a timely manner. Funds for private school services must be obligated by the LEA in the fiscal year in which they are received. LEAs may not reimburse private schools.</p>	<p>4. Collaborate with the Student's Resident LEA to determine needs specific to those students. Share the results of the school's needs assessment or any other useful data.</p> <p>5. Collaborate with the Student's Resident LEA to determine eligibility criteria. Determine the multiple assessments and criteria that will be used to identify students in greatest need of Title I services and rank order them by need.</p> <p>6. Participate in the planning and development of services.</p> <p>7. Collaborate to determine evaluation methods.</p> <p>8. Follow through with plans you make with the Student's Resident LEA to ensure benefits are provided as agreed.</p> <p>9. Do not make purchases. The Student's Resident LEA cannot transfer funds to a private school, even as reimbursement. Follow LEA's procedures for requesting Title I professional development prior to registering for an event.</p>	
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SERVICES PROVIDED BY THE LEA WHERE THE PRIVATE SCHOOL IS LOCATED

<p>Student's Resident LEA Responsibilities:</p>	<p>Private School Responsibilities:</p>	<p>LEA Where Private School is Located Responsibilities:</p>
<p>1. Develop a formal agreement with the LEA Where the Private School is Located regarding services.</p> <p>2. In conjunction with the LEA Where the Private School is Located, sign and implement the formal agreement as written.</p> <p>3. Budget for the services to be provided by the LEA Where the Private School is Located in WISEgrants:</p> <p>a. Payment to WI School District</p> <p>4. Ensure services are provided per agreement through the required scheduled meetings.</p> <p>5. Be accessible for ongoing</p>	<p>1. Put the needs of the student(s) first.</p> <p>2. Be available for ongoing consultations with the LEA Where Private School is Located or suggest alternate times/dates to meet either in-person or by phone to plan for services.</p> <p>3. Meet all applicable deadlines communicated by the LEA Where the Private School is Located.</p> <p>4. Collaborate with the LEA Where the Private School is Located to determine needs specific to those students. Share the results of the</p>	<p>1. Coordinate with the Student's Resident LEA to develop a formal agreement regarding services.</p> <p>2. In conjunction with the Student's Resident LEA, sign and implement the formal agreement as written.</p> <p>3. Evaluate the needs of the student(s) attending the private school.</p> <p>4. Determine what services can and will be provided to the students identified above.</p> <p>5. Monitor implementation of plans to ensure services are provided as reasonably close to when public school students services begin. Set up meetings or take other actions</p>

<p>discussions with the LEA Where the Private School is Located regarding evaluations of services and if necessary, modifications to the provided services.</p> <p>6. Process invoices and payments to LEA Where the Private School is Located per the payment schedule.</p> <p>7. Submit claims to DPI in WISEgrants for reimbursement.</p> <p>8. Year-end evaluation of services and effectiveness of agreement discussion with LEA Where the Private School is Located for subsequent year considerations.</p>	<p>school's needs assessment or any other useful data.</p> <p>5. Collaborate with the LEA Where the Private School is Located to determine eligibility criteria. Determine the multiple assessments and criteria that will be used to identify students in greatest need of Title I services and rank order them by need.</p> <p>6. Participate in the planning and development of services.</p> <p>7. Collaborate to determine evaluation methods.</p> <p>8. Follow through with plans you make with the LEA Where the Private School is Located to ensure benefits are provided as agreed.</p> <p>9. Do not make purchases. The LEA Where the Private School is Located cannot transfer funds to a private school, even as reimbursement. Follow LEA's procedures for requesting Title I professional development prior to registering for an event.</p>	<p>as necessary to keep things on track.</p> <p>6. Ensure services are evaluated for effectiveness and that the private school is informed of any evaluation and resulting modifications to services.</p> <p>7. Follow the process to purchase any necessary materials, supplies, and equipment, which should include maintaining records of purchases and services provided to share with the Student's Resident LEA.</p> <p>a. Funds for private school services must be obligated in the fiscal year in which they are received. No funds may be directly reimbursed to the private school.</p> <p>8. Communicate with the Student's Resident LEA regarding evaluations of services and if necessary, modifications to the provided services.</p> <p>9. Submit invoices to Student's Resident LEA based on services provided and purchases per the payment schedule.</p> <p>10. Year-end evaluation of services and effectiveness of agreement discussion with Student's Resident LEA for subsequent year considerations.</p>
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WRITTEN DOCUMENTATION OF AGREEMENT FOR PROVIDING SERVICES

(Only applicable if services are being provided by the LEA Where the Private School is Located instead of the Student Resident LEA.)

If services are to be provided by the LEA Where the Private School is Located, there must be written documentation or a formal agreement to validate which LEA is responsible for providing services. Such documentation may include:

- Amount of funding available for services
- TI eligibility criteria for students (i.e. grade spans served in the Student Resident LEA)
- How student needs will be assessed
- What services will be provided, by whom, and in what manner
- The frequency of which services will be provided
- How services will be evaluated
- The process by which any necessary materials, supplies, and equipment will be purchased (i.e. granting authority to the LEA Where the Private School is Located to make purchases)
- Required scheduled meetings through the year between both LEAs to check in on services and student progress
- Invoice and payment schedule (recommended that schedule be on a quarterly basis to help LEA ensure services are being provided in a timely manner)

This kind of agreement ensures that both LEAs are on the same page and ensures services are provided and evaluated, even if there are staff turnovers or other disruptions. LEAs do not need to submit these agreements to DPI.