

When a Private School Does Not Respond to an LEA's Attempts to Consult

Each year, Local Educational Agencies (LEAs) must reach out to private schools and offer meaningful consultation regarding benefits under the Elementary and Secondary Education Act (ESEA). If a school does not respond after three good-faith attempts, the LEA may submit documentation of the attempts as evidence of the school's declining services.

Follow these steps:

1. Send an email or letter to the appropriate official(s) for the private school, inviting them to consult on equitable services for all ESEA Titles. You may want to include this [Providing Services for Equitable Participation Under ESSA handout](#) with the letter.

You must indicate a deadline for responding in your letter or email. Allow at least ten days.

2. If the school official does not respond within ten days, follow up with at least two more attempts, on two separate days, over the next ten-day period. Follow up may be in the form of a physical visit, a phone call, a letter, or an email. If sending an email, consider using the read receipt option.

Document each attempt to contact the private school, indicating the person you attempted to contact and the date and time of each attempt.

You may contact the ESSA Ombudsman (essaombudsman@dpi.wi.gov) for assistance with this outreach.

3. If private school officials indicate they are not interested in Title services, ask them to either
 - a. Fill out and sign the private school affirmation form indicating they do not want to participate, OR
 - b. Decline consultation in writing. Email is acceptable, as long as the email
 - originates from a valid private school email address,
 - is from the appropriate private school representative, and
 - clearly states that the school is declining all ESEA services for the school year.
4. If a private school still does not respond after the second ten-day period, upload documentation of your outreach attempts in WISEgrants. Exhaustive documentation isn't necessary. For example, a copy of an official letter or an email with a read receipt is sufficient to document an outreach attempt.

The documentation serves as official evidence of the LEA's good faith efforts to consult with the private school. It also serves as confirmation that the private school declined to participate.