

District Nonpublic School Official:

Each year the NDDPI, Office of Educational Improvement and Support, requires the school districts to contact and inform all area nonpublic/private schools of the possibility of participation in federally funded grant programs available to the School District for the upcoming school year, including:

- Title I, Part A (Educational Assistance to At-risk Students)
- Title II, Part A (Professional Development/Supporting Effective Instruction)
- Title III, Part A (Language Instruction for English Learners)
- Title IV, Part A (Well-Rounded Education/Safe and Healthy Students/Effective Use of Technology)

It is the district's responsibility to determine whether the nonpublic school wishes to participate in one or more of these federally funded programs.

Districts must notify **all** nonpublic schools within the district boundaries of services available under all federal Title programs. The [Nonpublic School Intent to Participate](#) form should be sent to all nonpublic schools within the district boundaries regardless of the nonpublic schools participation in Title programs in the past, explaining the purpose which is to provide services to nonpublic school students, teachers, and parents, and the nonpublic schools eligibility for federal education services under the Elementary and Secondary Education Act (ESEA). In addition, NDDPI has generated a list of approved nonpublic schools to use as a reference for ensuring all nonpublic schools within the district boundaries are contacted and are included in this notification. If any discrepancies are found, please contact our office to discuss updates to the nonpublic school list.

The nonpublic school should indicate a desire to participate in one or more of the above listed programs to the extent the school is determined to be eligible. **The nonpublic school must complete the [Nonpublic School Intent to Participate](#) form and return to the District Private School Official at the School District address indicated on the form. If the nonpublic school does NOT desire to participate in ANY equitable services programs** for the school year, please make sure they complete the form, mark the appropriate box, and return the form to the district.

We are updating the process to collect the information provided on the *Nonpublic School Intent to Participate* forms from all districts with nonpublic schools within their district boundaries. During the district's *Intent to Apply* for Federal Title Programs process in the Webgrants system, a section is available for the district to enter the information collected on the *Nonpublic School Intent to Participate* forms. The district *Intent to Apply* process is typically released in May and begins the process for the Consolidated Application for Federal Title Programs.

On the notice to nonpublic schools for the intent to participate, the district must provide a **deadline** for a response to the nonpublic school, which is reasonable and timely. The district must allow time for review, completion, discussion, and return of the form. It is recommended that this date be at a minimum of thirty days after the release of the notice to the nonpublic school of the intent to participate in federal programs. The district must make further contact attempts using various methods of communication if the nonpublic school is unresponsive two weeks after the initial contact is sent. The district must keep records of reasonable and timely notice, multiple attempts of contact, various communication methods, and documentation to justify good cause. A private school that does not respond by the deadline will be considered non-participating.

The district should compile, review, and verify all forms for accuracy and keep on file as this information will be used when the district completes the *Intent to Apply* for Federal Title Programs in the Webgrants system.

Upon return of *Nonpublic School Intent to Participate* forms from all nonpublic schools within the district boundaries to the School District, the identified district nonpublic school representative should begin to contact those participating to begin consultations about equitable services programs. The nonpublic school is free to mark all program boxes and make any final decisions about individual program participation during consultations. All final decisions of participation should be included in the district's consolidated application by completing all appropriate sections for equitable services of all participating nonpublic schools for each federal program and uploaded on the [Nonpublic Equitable Services Affirmation of Consultation](#) forms.

The district must keep all documentation and record of intents to participate on file to evidence the district contacted and informed the nonpublic school of participation in federally funded grant programs available for services.

If you have any questions regarding nonpublic school equitable services for federal Title programs, please contact the Department of Public Instruction via email at [dpiees@nd.gov](mailto:dpiees@nd.gov).