Equitable Services Checklist

Activities to Document and Maintain During Meaningful Consultation

ESEA SEC. 1117. [20 U.S.C. 6320] includes several required items that a local educational agency must document to show it engaged in meaningful consultation with private school officials. These include:

• Written affirmation of consultation.
• Results of the agreement between the district and private school officials.
• Reason for disagreement if the district disagrees with the views of private school officials.

In addition, the U.S. Education Department suggests that districts maintain documentation that could include notes about topics discussed, as well as meeting sign-in sheets and agendas.

Use the following checklist of recommended activities to document a compliant, meaningful consultation process with private school officials to provide Title IV equitable services.

Date when complete	Activities to document and maintain during meaningful consultation
	Annual notification of private school officials about the opportunity to participate in the Title (I, II, and or IV) program and the services available.
	Engagement in timely consultation, including meaningful discussion between the district and private school officials regarding services and benefits to be provided.
	Identified needs of private school students, teachers, and families.
	Per-pupil allocations for services to private school students, teachers, and families calculated on the program's proportional share.
	Specific services, programs, materials, and resources to be provided by the district.
	Evaluations on the effectiveness of services and programs provided by the district.
	Problems and formal complaints from private school officials and how the district adequately addressed those concerns.

Quick Links

- Equitable Services for Private Schools | North Dakota Department of Public Instruction (nd.gov)
- Affirmation of Consultation with Nonpublic School Officials
- Title II Equitable Services for Nonpublic Schools Guidance