

Public and Private School Consultation Process Calendar

Pre-Planning for Upcoming Year and Closing Out Previous Year

March

- Implementation of Program
- Quarterly communication between Private and LEA to discuss shares used to date, shares remaining, and ongoing evaluation of the program
 - This can be done face to face, by email, by phone, or whatever works best for BOTH parties.
- Identifying needs for next year
- Invitation to Participate for next program year should have been sent out by LEA (Should look like "[Sample Letter In/Out of District](#)").
 - If PNP has income eligible students, PNP is eligible to participate
 - PNP must return the invitation letter promptly
 - Identify number of income eligible students from each resident district and share that information with each participating district

April

- Implementation of Program
- Invitation to Participate for next program year should have been sent out by LEA. If PNP did not receive a letter, contact the LEA's Central Office.
- Identifying needs for next year

May

- Implementation of Program
- Quarterly communication between Private and LEA to discuss shares used to date, shares remaining, and ongoing evaluation of the program
- Consultation Meeting for Next Year (See "[Documentation of Private School Consultation](#)")
 - Equitable Shares of Services Amounts Provided for Discussion and Planning (Title I, II, and IV are all possible funding streams)
 - Private schools need to bring their improvement plans, needs assessments, and poverty/student counts to meeting.
 - Helpful to bring list of needs to the meeting

June

- Implementation of Summer Program (If Applicable)
- Closing out Prior Year Program
- LEA Consolidated Application Deadline-July 1st

July

- Implementation of Summer Program (If Applicable)
- Closing Out Prior Year Program
- MDE Reviewing Upcoming Year Programs

Implementing Current Year

August

- Implementation of Back to School Kickoff Program (If Applicable)
- Quarterly communication between Private and LEA to discuss shares used to date, shares remaining, and ongoing evaluation of the program

September

- Implementation of Program
 - Any student with identified need for intervention is eligible for services, regardless of income

October

- Implementation of Program

Implementing Current Year Program and Amending Program to Include All Available Equitable Shares of Services

November

- Implementation of Program
- LEA is reporting carryover and receiving final allocations
 - Carryover should not exist for private school equitable services.

December

- Implementation of Program
- Consultation Meeting for amendment to Title I, II, and IV should be scheduled and conducted
 - How much additional equitable shares will the private school receive?
 - How does the private school need to use those shares?
 - The Consultation Document needs to be completed for the amendment (Revisit the [Consultation Document](#) from the Spring)
- Quarterly communication between Private and LEA to discuss shares used to date, shares remaining, and ongoing evaluation of the program

January

- Implementation of Program
- Amendments being reviewed by MDE and possibly returned for modifications. LEA's must have amendments submitted by January 15.

February

- Implementation of Program