

ESEA Director's Training Curriculum

1.2 Non-Public School Equitable Service

The Every Student Succeeds Act (ESSA) in §§ 1117 and 8501 requires that timely and meaningful consultation between the LEA and non-public school officials occur prior to any decision that affects the opportunities of eligible non-public school students, teachers, and other educational personnel for equitable services. This consultation must be ongoing, continuing throughout the implementation and assessment of these activities. The *Affirmation of Timely and Meaningful Consultation and Non-Public School Agreement* form, which outlines the agreed-upon services to be provided to participating non-public schools must be submitted in **May** with the CFA.

Required Deadlines:

- **November:** *Intent to Participate* form to non-public school(s)
- **January:** Complete *Non-Public School Survey* in ePlan
- **May:** *Combined Affirmation of Timely and Meaningful Consultation and Non-Public School Agreement* (if agreement has not been reached, it is allowable to upload the Consultation only)
- **September:** *Traditional Non-Public School Consultation Final Agreement* (if combined form was not used)

Available Resources:

- [Divisional Coordinator](#)
- Title II and Equitable Services Coordinator, Michelle.Harless@tn.gov
- [ePlan > TDOE Resources](#) > ESEA/IDEA Private School Information & Documents

Action Steps & Recommended Timeline:

- **January/February:** Complete the *Non-Public School Survey* in ePlan.
- **February/March:** Meet with non-public school representatives to start planning for the upcoming fiscal year.
- **April/May:** Complete the CFA to include non-public school purchases/services. Upload the *Combined Affirmation of Timely and Meaningful Consultation and Non-Public School Agreement* for all participating non-public schools in the CFA. If the combined form is not uploaded, then the *Traditional Non-Public School Consultation Final Agreement* needs to be uploaded in the LEA Document Library by **mid-September**.
- **June/July:** Meet with non-public schools' representatives to ensure all instructional supports and services are ready for the upcoming school year.
- Ongoing, continue the timely and meaningful consultation process with non-public school officials throughout the year. Ensure purchases and services are provided in a timely manner and are effective in meeting the non-public school's needs.