

## Title I Private School Services—Step-by-Step Guide

- The North Dakota Department of Public Instruction (NDDPI) Grants Manager sends correspondence to all school districts instructing them to contact all private schools within their district asking of their intent to participate in the federal Title programs (SFN 50412). **March**
- Private schools complete the form, keep a copy for their records, and return it to the appropriate public school district personnel. Private schools do not send the form directly to the NDDPI. **March**
- The public school district ensures that forms are received from all private schools. Follow-up may be necessary to ensure inclusiveness of responses. **March**
- The public school district makes copies for their records and forwards all forms back to the Grants Manager at the NDDPI. **March**
- The state Title I office generates a list of all private schools requesting Title I services for the subsequent school year. The Title I Private School Toolkit is updated with this information. **March/April**
- Public school districts that participate in the Title I targeting process collect poverty data on all participating private schools using Worksheet G ([www.dpi.state.nd.us/title1/require/PSentire\\_packet.pdf](http://www.dpi.state.nd.us/title1/require/PSentire_packet.pdf)). Small districts who do not participate in the targeting process do not need to collect poverty data as the department uses the October free/reduced lunch count on file with the Child Nutrition and Food Distribution office. Worksheet G must be submitted to the state Title I office. **April/May**
- School district personnel input poverty data on the State Automated Reporting System (STARS) as part of the Title I targeting process (Large districts only). **April/May**
- The public school districts receive building allocations, which include the private school amounts, from the NDDPI. Large districts who target receive private school allocation amounts on the targeting spreadsheet. Small districts who do not target will receive allocation information in a memo from the state Title I office. **April/May**
- The public school district shares information with the participating private school(s). **April/May**
- The public school district sponsors a public/private school consultation meeting to discuss pertinent Title I issues. **April/May**
- The items that need to be discussed at the consultation meeting are listed on the Affirmation of Consultation With Private School Officials form (see Appendix C). In particular, the district needs to decide whether or not private schools will keep individual allocations generated or pool private school funds. **April/May**
- The district, in consultation with private school personnel, makes a determination as to which program option(s) will be used as outlined in the Private School Guidance. **April/May**
- The Affirmation of Consultation with Private School Officials form must be signed, kept on file, addressed on the STARS, and submitted to the state Title I office. **July 1, 2012\***
- The public school district and private school personnel work together to complete the forms needed to input data for the consolidated application, (i.e., program description, equitable set-aside worksheet, private school activities, and budget). This information will all be submitted electronically on the STARS by the public school district personnel. **June/July**
- The public school district has private school officials review the completed private school portion of the consolidated application before it is submitted on the STARS to the Department of Public Instruction. **June/July**
- The public school district submits the Title I Final Financial Report and Private School Addendum to the state Title I office. **June/July**
- The public school district Title I staff make determinations on which students are eligible to receive Title I services (i.e., student selection process). **Spring or Fall**
- Title I services to private school students begin. **Fall**
- The public school district communicates regularly with private school officials. **Yearlong**
- The public school district meets periodically with private school officials. **Yearlong**
- Public school Title I staff implement parental involvement activities at the private school. **Yearlong**
- Public school district implements professional development activities at the private school. **Yearlong**
- Public school Title I staff regularly assess Title I private school students' progress. **Yearlong**
- Public school Title I staff assess the Title I program at the private school(s). **Spring**