

Nonpublic School Consultation Meeting Log

Equitable Participation of Private, Nonpublic School Students:

Students, teachers, and other educational personnel are eligible to participate in Nita M. Lowey 21st Century Community Learning Centers (21CCLC) programs on an equitable basis, which is determined by a pre-application consultation. A public school or other public or private entity that is awarded a subgrant must provide equitable services to private, nonpublic school students and their families. In designing a program that meets this requirement, subgrantees must provide comparable opportunities for the participation of both private and public school students in the area served by the subgrant. Given this requirement, a nonpublic school that is awarded a subgrant must provide equitable services to the public school students and families and vice versa.

Subgrantees must consult with private and nonpublic school officials during the design and development of the 21CCLC program on issues such as how the children's needs will be identified and what services will be offered. Services and benefits provided to nonpublic school students must be secular, neutral, and non-ideological. Consultation involves communication and discussions between LEAs and nonpublic school officials on key issues that are relevant to the equitable participation of eligible nonpublic school students, teachers, and other education personnel in *ESEA/ESSA* programs. Consultation with nonpublic schools should occur within the first month of preparing an application for funding. Applications must provide a log of communications in Appendix A that includes contacts, meeting dates and times, and outcomes.

The required form included below provides a template for outreach and documentation of consultation with nonpublic entities. Meaningful consultation provides a genuine opportunity for all parties to express their views, to have their views seriously considered, and to discuss viable options for ensuring equitable participation of nonpublic school students, teachers, and other education personnel. Adequate notice of such consultation is critical in ensuring meaningful consultation and the likelihood that those involved will be well prepared with the necessary information and data for decision-making. Consultations should take place in September or October.

Nonpublic schools may apply for this subgrant and are likewise held to the standard requirements of equitable participation and timely and meaningful consultation. Nonpublic school subgrantees must provide equitable access to the program for all public school students and their families who reside in the geographic area of the nonpublic school. Nonpublic schools, where applicable, must consult with public schools.

Please contact vic.jaras@iowa.gov if you have any questions.

To include in Form F Nonpublic School Consultation Meeting Log: contact names, phone numbers, email addresses and dates of consultation. Include more information than less.

Note: Outcomes for your consultation: A) Services will be provided, name site, and number of children to be served, B) Services were declined.

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Date	Time	Location	Meeting Called By
Type of Meeting	Attendees (attach attendance sign-in sheet)	Agenda Topics	
Discussion	Action Items and Person Responsible	Conclusion	Deadlines
Outcomes of Consultation	Other information		
<ul style="list-style-type: none"> <input type="checkbox"/> Services will be provided, name site, and number of children to be served. <input type="checkbox"/> Services declined. <input type="checkbox"/> The nonpublic school will participate. <input type="checkbox"/> The nonpublic school will NOT participate. 			

Note: This is not an official U.S. Department of Education document. Adapted with permission from NCLB *Nonpublic school Services, Local Education Agency Resource Guide, A Handbook for District Administrators*, Orange County, Calif., Department of Education, 2006.

B-1. How does an LEA determine the equitable share of funds for covered ESEA programs?

Many LEAs calculate equal expenditures solely on the basis of the relative enrollments of public and nonpublic schoolchildren, or, as applicable, eligible public and nonpublic schoolchildren, on the permissible assumption that these numbers also accurately reflect the relative needs of children and educator’s public and nonpublic schools. For programs such as Title III, Part A, which limit services to a specific group of children, an LEA would use the number of eligible children in the defined group enrolled in both public and nonpublic schools. However, it is permissible for an LEA to use other factors relating to educational need and not base equal expenditures only on relative enrollments. Note: Admin costs are 8%

EXAMPLE OF FORMULA TO DETERMINE AMOUNT FOR EQUAL EXPENDITURES BASED ON TOTAL ENROLLMENT OF CHILDREN	
A. Number of Eligible Children	
A1: LEA Enrollment	900
A2: Participating Private Schools’ Enrollment	100
A3: Total Enrollment = A1 + A2	1,000
B. LEA program (e.g., Title II, Part A) Allocation	
B1: Total LEA Allocation	\$1,000,000
B2: Administrative Costs (for public and private school programs)	\$50,000
B3: LEA Allocation Minus Admin Costs = B1 - B2	\$950,000
C. Per Pupil Rate	
C1: B3 divided by A3	\$950
D. Equitable Services	
Amount LEA must reserve for equitable services for private school children and educators = A2 x C1	\$95,000

Note: For 21st CCLC “eligible children” are those receiving Free and Reduced Lunch.

B-2. When calculating the amount of funding available for providing equitable services, what year’s data (i.e., total enrollment or number of eligible children) does an LEA use? Generally, an LEA will calculate the per-pupil funding for equitable services based on public and nonpublic school data from the previous school year in order that timely consultation can occur. To ensure that this calculation is accurate, it is necessary that an LEA use data for nonpublic schools and public schools from the same school year. For example, during consultation for services for school year 2023-2024, the LEA might use enrollment data from the 2022-2023 school year

Source: [Download document here.](#)