

Desk Audit Compliance Checklist
Title I, Part A: Private School Affirmations of Consultation

District/Charter: _____ **Reviewer:** _____

School: _____ **Desk Audit Date:** _____

Date that data/documentation is available:

Before school year begins

Legislation/Regulation Authority:

Section 1120(b)(4) of the ESEA requires LEAs to maintain in its records and provide to the State a written affirmation signed by officials of each participating private school that consultation has occurred and included the required elements of consultation outlined in Section 1120(b) of the ESEA.

Intent of the Legislation/Regulation:

To ensure that participating private schools have had the opportunity to fully participate in the design and development of the program for its eligible students.

Focus of Review:

Ensure that LEAs have consulted with all interested private schools on all required topics and that the consultation took place in a timely manner.

Method of Assessment: (Check all that apply)

- Document Review
 - Requires district submission
 - Resides at DOE
- Data Analysis
 - Requires district submission
 - Resides at DOE
 - Telephone Interview

Required LEA Compliance Items of Title I, Part A Private School Affirmations of Consultation	Evidence	Compliance			Comments/Corrective Action	Corrective Action Due Date
		Yes	No	N/A		
The LEA has signed Affirmations of Consultation from all participating private schools.	Copy of signed affirmations.					
<p>The Affirmations outline the required topics that were discussed, including at a minimum the following:</p> <ul style="list-style-type: none"> • How the LEA will identify the needs of eligible private school children; • What services the LEA will offer to eligible private school children; • How and when the LEA will make decisions about the delivery of services; • How, where and by whom the LEA will provide services to eligible private school children, including a thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with a third-party provider; • How the LEA will assess academically the services to eligible private school children in accordance with Sec. 200.10 of the Title I regulations and how the LEA will use the results of that assessment to improve Title I instructional services; • The size and scope of the equitable services that the LEA will provide to eligible private school children and, consistent with §200.64, the proportion of funds that will be allocated to provide these services; • The method or sources of data that the LEA will use under §200.78 to determine the number of private school children from low-income families residing in participating public school attendance areas, including whether the LEA will extrapolate data, if a survey is used; • The equitable services the LEA will provide to teachers and families of participating private school children; and • If the LEA disagrees with the views of the private school officials on the 	Statements included in letters sent to non-profit private schools					

provisions of services through a contract, the LEA must provide the private schools the reasons in writing why the LEA chooses not to use a contractor.						
Consultation occurred prior to the beginning of the school year.	Date on forms					