



Nebraska Department of Education  
 301 Centennial Mall South, PO Box 94987  
 Lincoln, NE 68509-4987  
 NDE Helpdesk 1-888-285-0556 or ADVISERHelp@Nebraskacloud.org

Instructions updated: February 7, 2019

## Title I Nonpublic Consultation Form

Due Date: May 1  
 Audit Window Close Date: May 15

### SCOPE

The Title I Nonpublic Consultation Form provides a form for the Public district to use when consulting with Nonpublic systems regarding Title I, Part A participation. This Form is required for each approved or accredited Nonpublic school with resident low-income school aged children.

The Public school district is not required to complete or submit this Form for Rule 12 or Rule 13 exempt status schools in the public district.

### DIRECTIONS

#### Access

Accessing the Title I Nonpublic Consultation Form requires a Consolidated Data Collection (CDC) activation code – Federal, All or Approver UserType. If you do not have the Consolidated Data Collection (CDC) in Data Collections, you will need to obtain an activation code from your District Administrator.

1. Log into the NDE Portal at <https://portal.education.ne.gov>

2. Click on the blue **Data Collections** tab



3. Click on the **Consolidated Data Collection (CDC)** link

Status	Activation Code(s)	Collection Name/Link
Available	<a href="#">Edit/Remove</a>	<a href="#">Consolidated Data Collection (CDC)</a>

4. From the Open Collections list, choose **Title I Nonpublic Consultation Form**

GENERAL	<a href="#">Summer School Supplement</a>
FEDERAL	<a href="#">Title I Nonpublic Consultation Form</a>
FEDERAL	<a href="#">Title III Professional Development</a>

## Navigation

Upon entering the collection, you will see 1 of 2 different screens, depending upon whether the collection is required of the Public district or not.

## Not Required to Report

Only districts having resident low-income school aged children attending approved or accredited Nonpublic schools will need to complete this collection. If this does not apply to the district, the following screen will appear.

[Contact Us](#) [Instructions](#) [Reports](#) [Admin](#)

NDE #04-012

### TITLE I NONPUBLIC CONSULTATION

[Download All NP Forms](#)

This district is not required to report data

[View Summary Report](#)

#### ASSURANCES *ng>(Assurances must be agreed to before submitting this collection)*

The Public District verifies that they have Nonpublic System authorized signatures on file. The public district will retain all completed NDE Form #04-012 from the Nonpublic System at the Public District for a minimum of 6 years. Forms may be requested from NDE.

ACTION	STATUS	DATE	USER
<a href="#">SUBMIT</a>	Not Submitted	N/A	N/A
<a href="#">APPROVE</a>	Not Approved	N/A	N/A
<a href="#">Print Page</a>			

If the message 'This district is not required to report data' appears, the collection is not required and neither the Assurances section nor Submission and/or Approval of the collection is required.

## Required to Report

Should the District include resident low-income school aged children attending approved or accredited Nonpublic schools, user will need to complete the collection and the following screen will appear.

1. A Main Menu list of options
2. The Title
3. A Download Forms button
4. A list of all the Nonpublic systems the Public district must consult with
5. A View Summary Report button
6. An Assurances check box, and
7. The Submit/Approve section (Only Approver user types will see the Approve button)

The screenshot shows the NDE Form #04-012 interface. At the top, there are buttons for 'Contact Us' and 'Instructions' (callout 1). Below is the title 'TITLE I NONPUBLIC CONSULTATION' (callout 2). A 'Download All NP Forms' button is present (callout 3). A table lists nonpublic systems with columns for 'NONPUBLIC SYSTEM NAME' and 'STATUS'. Each row has 'Enter Data' and 'Download Form' buttons (callout 4). Below the table is a 'View Summary Report' button (callout 5). A blue banner contains the text 'ASSURANCES ng>(Assurances must be agreed to before submitting this collection)' (callout 6). Below the banner is a checkbox and a paragraph of text. At the bottom, a table with columns 'ACTION', 'STATUS', 'DATE', and 'USER' contains 'SUBMIT' and 'APPROVE' buttons (callout 7). A 'Print Page' button is also visible.

		NONPUBLIC SYSTEM NAME	STATUS
Enter Data	Download Form	ABC NONPUBLIC HIGH SCHOOL	
Enter Data	Download Form	ABC NONPUBLIC ELEMENTARY SCHOOL	

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

## Main Menu

1. Contact Us – Lists NDE contacts to call or email if you have questions while completing the report
2. Click for Instructions – Opens this documents

Other menu items seen through the collection include

1. Collection Main Page – Returns user to Title I Nonpublic Consultation collection main page
2. CDC Main Page – Takes user back to the Consolidated Data Collections main page
3. Logout – Closes the current tab and returns user to NDE Portal
4. Print Page – Prints a copy of the current page

## Process

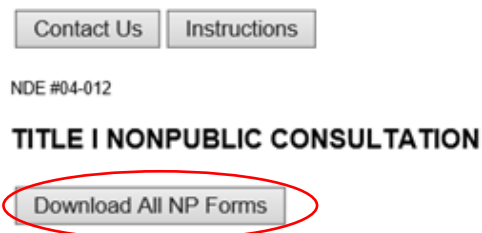
1. Download forms to be used in consultation with the Nonpublic system(s).
2. Public district representative consults with the Nonpublic system(s) representative(s).
3. After completion of the Nonpublic consultation itself, the Public district will enter data from the form into the Title I Nonpublic Consultation Form collection in the CDC.
4. Public District submits and approves by due date, and audit window period is allowed for corrections.
5. Public Districts keep the paper forms used in the consultation, with the original signatures, on file at the district for 6 years (for audit purposes).

## Download All NP Forms

A list of all Nonpublic systems that the public district must consult with will display in a table on the main page of the collection.

Prepopulated forms are available for download by the Public district to use when consulting with the Nonpublic system(s) with resident low-income school-aged children.

Select the **Download All NP Forms** button



A new screen will open including instructions for how to print.

User can also download the individual form for each Nonpublic system by selecting the **Download Form** button next to the district name.

		NONPUBLIC SYSTEM NAME	STATUS
Enter Data	Download Form	ABC NONPUBLIC HIGH SCHOOL	
Enter Data	Download Form	ABC NONPUBLIC ELEMENTARY SCHOOL	

View Summary Report

Note: Complete, signed forms will remain on file at the Public District for 6 years. NDE may ask to see these forms at any time, including during ESEA monitoring.

If the Public District is aware of resident school-aged low-income students attending a Nonpublic School which is not listed, please contact the NDE Helpdesk so, if appropriate, a form can be added to the collection.

## Entering the form data into the collection

Upon completion of the consultation, the Public district will enter the information from the form into the collection.

Click the **Enter Data** button next to the appropriate Nonpublic system.

		NONPUBLIC SYSTEM NAME	STATUS
<b>Enter Data</b>	Download Form	ABC NONPUBLIC HIGH SCHOOL	
<b>Enter Data</b>	Download Form	ABC NONPUBLIC ELEMENTARY SCHOOL	

[View Summary Report](#)

There are 4 sections to complete:

1. Identification of Nonpublic School
2. Consultation Between Nonpublic and Public School
3. Nonpublic School Allocation
4. Certification

## Section 1: Identification of Nonpublic School

The Nonpublic system in question should be prepopulated on the form.

**1. IDENTIFICATION OF NONPUBLIC SCHOOL**  
**ABC NONPUBLIC HIGH SCHOOL (00-0000-000)**  
123 MAIN ST  
ANYTOWN, NE 12345  
ph: (402) 123-1234

1.1 A  The Nonpublic School listed above does NOT wish to participate in the consultation process or the Title I, Part A program. If 1.1.A is marked, proceed to Section 4.

B  Consultation is not required because the Nonpublic School listed above does not have eligible Title I, Part A students attending. To be eligible a student must reside within the boundaries of an eligible Public School attendance center that receives Title I services and have academic need.

1.2 Comment Box (optional; complete if additional clarification is required)

### 1.1. A

Check this box only if the Nonpublic system does NOT wish to participate in the Title I, Part A consultation process or program. If 1.1.A is marked, skip to Section 4.

**1. IDENTIFICATION OF NONPUBLIC SCHOOL**  
**ABC NONPUBLIC HIGH SCHOOL (00-0000-000)**  
123 MAIN ST  
ANYTOWN, NE 12345  
ph: (402) 123-1234

1.1 A  The Nonpublic School listed above does NOT wish to participate in the consultation process or the Title I, Part A program. If 1.1.A is marked, proceed to Section 4.

B  Consultation is not required because the Nonpublic School listed above does not have eligible Title I, Part A students attending. To be eligible a student must reside within the boundaries of an eligible Public School attendance center that receives Title I services and have academic need.

1.2 Comment Box (optional; complete if additional clarification is required)

### 1.1. B

Check this box only if the Nonpublic system does not have eligible Title I, Part A students attending.

**1. IDENTIFICATION OF NONPUBLIC SCHOOL**  
**ABC NONPUBLIC HIGH SCHOOL (00-0000-000)**  
123 MAIN ST  
ANYTOWN, NE 12345  
ph: (402) 123-1234

1.1 A  The Nonpublic School listed above does NOT wish to participate in the consultation process or the Title I, Part A program. If 1.1.A is marked, proceed to Section 4.

B  Consultation is not required because the Nonpublic School listed above does not have eligible Title I, Part A students attending. To be eligible a student must reside within the boundaries of an eligible Public School attendance center that receives Title I services and have academic need.

1.2 Comment Box (optional; complete if additional clarification is required)

### 1.2

If, during the consultation, it is deemed there are no eligible students attending the Nonpublic system, please enter a statement in the Comment Box indicating such. To be eligible a student must reside within the boundaries of an eligible Public School attendance center that receives Title I services and have academic need.

**1. IDENTIFICATION OF NONPUBLIC SCHOOL**  
**ABC NONPUBLIC HIGH SCHOOL (00-0000-000)**  
123 MAIN ST  
ANYTOWN, NE 12345  
ph: (402) 123-1234

1.1 A  The Nonpublic School listed above does NOT wish to participate in the consultation process or the Title I, Part A program. If 1.1.A is marked, proceed to Section 4.

B  Consultation is not required because the Nonpublic School listed above does not have eligible Title I, Part A students attending. To be eligible a student must reside within the boundaries of an eligible Public School attendance center that receives Title I services and have academic need.

1.2 Comment Box (optional; ~~complete if additional clarification is required~~)

NOTE: If the Nonpublic system does not wish to participate and the box in 1.1.A is checked, comments may be submitted in 1.2 to provide clarification.

## Section 2: Consultation between Nonpublic and Public School

Timely and meaningful consultation with appropriate Nonpublic school officials is mandated by section 1117(b)(1) of the Elementary and Secondary Education Act (ESEA). This section provides a list of topics to be discussed during the Title I, Part A consultation with the Nonpublic system, should the Nonpublic system wish to participate in the consultation process and/or the Title I, Part A Program.

### 2.1

Check this box if the Nonpublic system was consulted during all phases of the design and development of the School District's Title I, Part A Program.

2. CONSULTATION BETWEEN NONPUBLIC AND PUBLIC SCHOOL (Consultation is for use of 2018-2019 allocations.)	
<b>ESEA Section 1117(b)(1), requires the following topics be discussed during the consultation process:</b>	
<ul style="list-style-type: none"><li>• How the children's needs will be identified;</li><li>• What services will be offered;</li><li>• How, where, and by whom the services will be provided;</li><li>• How the services will be academically assessed and how the results of that assessment will be used to improve those services;</li><li>• The size and scope of the equitable services to be provided, the proportion of funds that is allocated, and how that proportion of funds is determined;</li><li>• The method or sources of data that are used to determine the number of children from low-income families in participating school attendance areas who attend nonpublic schools;</li><li>• How and when decisions will be made about the delivery of services, including a thorough consideration and analysis of the views of the nonpublic school officials on the provision of services through a contract with potential third-party providers;</li><li>• How, if the agency disagrees with the views of the nonpublic school officials on the provision of services through a contract, the local educational agency will provide in writing to such nonpublic school officials an analysis of the reasons why the local educational agency has chosen not to use a contractor;</li><li>• Whether the district shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor;</li><li>• Whether to provide equitable services to eligible nonpublic school children (i) by pooling funds or (ii) allocating to individual buildings based on the number of low-income students attending each building; and</li><li>• When, including approximate time of day, services will be provided.</li></ul>	
<b>CHECK AS APPLICABLE:</b>	
2.1	<input type="checkbox"/> The Nonpublic School was consulted during all phases of the design and development of the school district's Title I, Part A Program.
2.2	<input type="checkbox"/> The Nonpublic school will be consulted before the Public School district makes any changes that affect the opportunities of eligible Nonpublic School students to participate in the School District's Title I, Part A Program.
2.3	<input type="checkbox"/> The Nonpublic School listed in Section 1 above WILL participate in the Title I, Part A Program.
2.4	Location of Title I, Part A Services: <input type="checkbox"/> In A Public School Facility <input type="checkbox"/> In A Nonpublic School Facility* <input type="checkbox"/> At A Neutral Site

### 2.2

Check this box if the Nonpublic system was consulted before the Public School District made any changes affecting the opportunities of eligible Nonpublic school students to participate in the School District's Title I, Part A Program.

2. CONSULTATION BETWEEN NONPUBLIC AND PUBLIC SCHOOL (Consultation is for use of 2018-2019 allocations.)	
<b>ESEA Section 1117(b)(1), requires the following topics be discussed during the consultation process:</b>	
<ul style="list-style-type: none"><li>• How the children's needs will be identified;</li><li>• What services will be offered;</li><li>• How, where, and by whom the services will be provided;</li><li>• How the services will be academically assessed and how the results of that assessment will be used to improve those services;</li><li>• The size and scope of the equitable services to be provided, the proportion of funds that is allocated, and how that proportion of funds is determined;</li><li>• The method or sources of data that are used to determine the number of children from low-income families in participating school attendance areas who attend nonpublic schools;</li><li>• How and when decisions will be made about the delivery of services, including a thorough consideration and analysis of the views of the nonpublic school officials on the provision of services through a contract with potential third-party providers;</li><li>• How, if the agency disagrees with the views of the nonpublic school officials on the provision of services through a contract, the local educational agency will provide in writing to such nonpublic school officials an analysis of the reasons why the local educational agency has chosen not to use a contractor;</li><li>• Whether the district shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor;</li><li>• Whether to provide equitable services to eligible nonpublic school children (i) by pooling funds or (ii) allocating to individual buildings based on the number of low-income students attending each building; and</li><li>• When, including approximate time of day, services will be provided.</li></ul>	
<b>CHECK AS APPLICABLE:</b>	
2.1	<input type="checkbox"/> The Nonpublic School was consulted during all phases of the design and development of the school district's Title I, Part A Program.
2.2	<input type="checkbox"/> The Nonpublic school will be consulted before the Public School district makes any changes that affect the opportunities of eligible Nonpublic School students to participate in the School District's Title I, Part A Program.
2.3	<input type="checkbox"/> The Nonpublic School listed in Section 1 above WILL participate in the Title I, Part A Program.
2.4	Location of Title I, Part A Services: <input type="checkbox"/> In A Public School Facility <input type="checkbox"/> In A Nonpublic School Facility* <input type="checkbox"/> At A Neutral Site

## 2.3

Check this box if the Nonpublic system will participate in the Title I, Part A Program.

2. CONSULTATION BETWEEN NONPUBLIC AND PUBLIC SCHOOL (Consultation is for use of 2018-2019 allocations.)	
<b>ESEA Section 1117(b)(1), requires the following topics be discussed during the consultation process:</b>	
<ul style="list-style-type: none"><li>• How the children's needs will be identified;</li><li>• What services will be offered;</li><li>• How, where, and by whom the services will be provided;</li><li>• How the services will be academically assessed and how the results of that assessment will be used to improve those services;</li><li>• The size and scope of the equitable services to be provided, the proportion of funds that is allocated, and how that proportion of funds is determined;</li><li>• The method or sources of data that are used to determine the number of children from low-income families in participating school attendance areas who attend nonpublic schools;</li><li>• How and when decisions will be made about the delivery of services, including a thorough consideration and analysis of the views of the nonpublic school officials on the provision of services through a contract with potential third-party providers;</li><li>• How, if the agency disagrees with the views of the nonpublic school officials on the provision of services through a contract, the local educational agency will provide in writing to such nonpublic school officials an analysis of the reasons why the local educational agency has chosen not to use a contractor;</li><li>• Whether the district shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor;</li><li>• Whether to provide equitable services to eligible nonpublic school children (i) by pooling funds or (ii) allocating to individual buildings based on the number of low-income students attending each building; and</li><li>• When, including approximate time of day, services will be provided.</li></ul>	
<b>CHECK AS APPLICABLE:</b>	
2.1	<input type="checkbox"/> The Nonpublic School was consulted during all phases of the design and development of the school district's Title I, Part A Program.
2.2	<input type="checkbox"/> The Nonpublic school will be consulted before the Public School district makes any changes that affect the opportunities of eligible Nonpublic School students to participate in the School District's Title I, Part A Program.
2.3	<input checked="" type="checkbox"/> The Nonpublic School listed in Section 1 above WILL participate in the Title I, Part A Program.
2.4	Location of Title I, Part A Services:
	<input type="checkbox"/> In A Public School Facility <input type="checkbox"/> In A Nonpublic School Facility* <input type="checkbox"/> At A Neutral Site

## 2.4

If the box in 2.3 has been checked, indicate where the Title I, Part A services will be provided:

- In a Public School Facility
- In a Nonpublic School Facility
- At a Neutral Site

2. CONSULTATION BETWEEN NONPUBLIC AND PUBLIC SCHOOL (Consultation is for use of 2018-2019 allocations.)	
<b>ESEA Section 1117(b)(1), requires the following topics be discussed during the consultation process:</b>	
<ul style="list-style-type: none"><li>• How the children's needs will be identified;</li><li>• What services will be offered;</li><li>• How, where, and by whom the services will be provided;</li><li>• How the services will be academically assessed and how the results of that assessment will be used to improve those services;</li><li>• The size and scope of the equitable services to be provided, the proportion of funds that is allocated, and how that proportion of funds is determined;</li><li>• The method or sources of data that are used to determine the number of children from low-income families in participating school attendance areas who attend nonpublic schools;</li><li>• How and when decisions will be made about the delivery of services, including a thorough consideration and analysis of the views of the nonpublic school officials on the provision of services through a contract with potential third-party providers;</li><li>• How, if the agency disagrees with the views of the nonpublic school officials on the provision of services through a contract, the local educational agency will provide in writing to such nonpublic school officials an analysis of the reasons why the local educational agency has chosen not to use a contractor;</li><li>• Whether the district shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor;</li><li>• Whether to provide equitable services to eligible nonpublic school children (i) by pooling funds or (ii) allocating to individual buildings based on the number of low-income students attending each building; and</li><li>• When, including approximate time of day, services will be provided.</li></ul>	
<b>CHECK AS APPLICABLE:</b>	
2.1	<input type="checkbox"/> The Nonpublic School was consulted during all phases of the design and development of the school district's Title I, Part A Program.
2.2	<input type="checkbox"/> The Nonpublic school will be consulted before the Public School district makes any changes that affect the opportunities of eligible Nonpublic School students to participate in the School District's Title I, Part A Program.
2.3	<input type="checkbox"/> The Nonpublic School listed in Section 1 above WILL participate in the Title I, Part A Program.
2.4	Location of Title I, Part A Services:
	<input type="checkbox"/> In A Public School Facility <input type="checkbox"/> In A Nonpublic School Facility* <input type="checkbox"/> At A Neutral Site

NOTE: If 'In A Nonpublic School Facility' is checked, an extra section will open for completion. The Public school district must obtain a signed copy of a lease agreement and submit with this form.

2.4	Location of Title I, Part A Services:
	<input type="checkbox"/> In A Public School Facility <input checked="" type="checkbox"/> In A Nonpublic School Facility* <input type="checkbox"/> At A Neutral Site
*If services will be provided in the Nonpublic School, the Public School district must obtain a <b>signed copy of a lease agreement</b> and submit with this form. NOTE: A lease agreement is not required from the Public District listed at the top of this page IF Title I services are contracted with and provided by another Public District. The District providing the Title I services is responsible for attaining the lease agreement.	
2.4.A.	Are the Title I services contracted with and provided by another public district?
	<input type="radio"/> Yes <input type="radio"/> No



**2.4. A**

If not contracting with another Public district, select **No**.

2.4 Location of Title I, Part A Services:  
 In A Public School Facility  In A Nonpublic School Facility\*  At A Neutral Site  
\*If services will be provided in the Nonpublic School, the Public School district must obtain a **signed copy of a lease agreement** and submit with this form. NOTE: A lease agreement is not required from the Public District listed at the top of this page IF Title I services are contracted with and provided by another Public District. The District providing the Title I services is responsible for attaining the lease agreement.

2.4.A. Are the Title I services contracted with and provided by another public district?  
 Yes  No

If the location of Title I, Part A services will be provided in a Nonpublic school facility, the Public school district must obtain a signed copy of a lease agreement and submit it to NDE.

Enter the amount of the lease.

2.4.A. Are the Title I services contracted with and provided by another public district?  
 Yes  No

Enter the amount of the lease (Must be \$1 or greater):

Upload the lease:

Then upload the Lease. Instructions can be found by selecting the Click for Upload Instructions button.

2.4.A. Are the Title I services contracted with and provided by another public district?  
 Yes  No

Enter the amount of the lease (Must be \$1 or greater):

Upload the lease:

NOTE: These instructions can also be found in Appendix A of this document

If contracting with another Public district, select **Yes**.

2.4 Location of Title I, Part A Services:  
 In A Public School Facility  In A Nonpublic School Facility\*  At A Neutral Site  
\*If services will be provided in the Nonpublic School, the Public School district must obtain a **signed copy of a lease agreement** and submit with this form. NOTE: A lease agreement is not required from the Public District listed at the top of this page IF Title I services are contracted with and provided by another Public District. The District providing the Title I services is responsible for attaining the lease agreement.

2.4.A. Are the Title I services contracted with and provided by another public district?  
 Yes  No

**2.4. B**

If Yes is selected in 2.4.A, using the drop down list, indicate the Public district that the Title I services are contracted with.

2.4.A. Are the Title I services contracted with and provided by another public district?  
 Yes  No

2.4.B. If yes, select the public district providing the Title I services:

NOTE: A lease agreement is not required from the Public district completing the collection if Title I services are contracted with and provided by another Public District. The Public district providing the Title I services is responsible for attaining the lease agreement.

### Section 3: Nonpublic School Allocation

For the following school year, the per-pupil amount for services will not be known by the due date of this collection (May 1<sup>st</sup>). As such, continued consultation is required if there are resident low income students attending the Nonpublic system in question.

#### 3.1

The prepopulated number is the number of resident Nonpublic school age students attending the Nonpublic school as reported in the Nonpublic Membership collection (reported by the Nonpublic system in the fall).

3. NONPUBLIC SCHOOL ALLOCATION	
<ul style="list-style-type: none"><li>For the 2018-2019 school year, the per pupil amount for services will not be known by the due date of this consultation form. Continued consultation is required if there are resident low-income students attending this school</li></ul>	
3.1 The number of resident school-aged Nonpublic students attending the school listed in 1. above as reported by the Nonpublic System on the Nonpublic Fall Membership Report:	56
3.2 The number of resident low-income Nonpublic school-aged children as reported by the Nonpublic System on the Nonpublic Fall Membership Report:	3

#### 3.2

The prepopulated number is the number of resident low income Nonpublic school age students as reported on the Nonpublic Membership collection (reported by the Nonpublic system in the fall). This is the number of low-income students—NOT the number of students receiving Title I services.

3. NONPUBLIC SCHOOL ALLOCATION	
<ul style="list-style-type: none"><li>For the 2018-2019 school year, the per pupil amount for services will not be known by the due date of this consultation form. Continued consultation is required if there are resident low-income students attending this school</li></ul>	
3.1 The number of resident school-aged Nonpublic students attending the school listed in 1. above as reported by the Nonpublic System on the Nonpublic Fall Membership Report:	56
3.2 The number of resident low-income Nonpublic school-aged children as reported by the Nonpublic System on the Nonpublic Fall Membership Report:	3

### Section 4: Certification

Mark the Yes/No Box to indicate agreement/non-agreement regarding program to be implemented based on consultation.

4. CERTIFICATION			
As indicated by the Nonpublic School Representative: I agree with the equitable and effective programs that will be implemented based on this consultation: <input type="radio"/> Yes <input type="radio"/> No			
Name of the Public School Representative:	Title of Public School Representative:	Date Signed:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name of the Nonpublic School Representative:	Title of Nonpublic School Representative:	Date Signed:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Public Representative's Phone	Public Representative's Email	Nonpublic Representative's Phone	Nonpublic Representative's Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save Data"/>			

Enter the name and title of the Public School Representative who conducted the consultation.

4. CERTIFICATION			
As indicated by the Nonpublic School Representative: I agree with the equitable and effective programs that will be implemented based on this consultation: <input type="radio"/> Yes <input type="radio"/> No			
Name of the Public School Representative:	Title of Public School Representative:	Date Signed:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name of the Nonpublic School Representative:	Title of Nonpublic School Representative:	Date Signed:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Public Representative's Phone	Public Representative's Email	Nonpublic Representative's Phone	Nonpublic Representative's Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save Data"/>			

Enter the name and title of the Nonpublic system Representative who participated in the consultation.

**4. CERTIFICATION**

As indicated by the Nonpublic School Representative: I agree with the equitable and effective programs that will be implemented based on this consultation:  Yes  No

Name of the Public School Representative:  Title of Public School Representative:  Date Signed:

Name of the Nonpublic School Representative:  Title of Nonpublic School Representative:  Date Signed:

Public Representative's Phone:  Public Representative's Email:  Nonpublic Representative's Phone:  Nonpublic Representative's Email:

Enter the phone number and email address of both the Public and Nonpublic Representative.

**4. CERTIFICATION**

As indicated by the Nonpublic School Representative: I agree with the equitable and effective programs that will be implemented based on this consultation:  Yes  No

Name of the Public School Representative:  Title of Public School Representative:  Date Signed:

Name of the Nonpublic School Representative:  Title of Nonpublic School Representative:  Date Signed:

Public Representative's Phone:  Public Representative's Email:  Nonpublic Representative's Phone:  Nonpublic Representative's Email:

NOTE: Both the Public District Representative and the Nonpublic School Representative will sign the original form. The Public District will keep all original, signed forms on file at the Public District office for six years and available for review by NDE, if requested.

Click the **Save Data** button to save data entered on the page.



**Finalize Data**

In order to complete the collection, each school will need to have a green check mark under the Status column.

		NONPUBLIC SYSTEM NAME	STATUS
<input type="button" value="Enter Data"/>	<input type="button" value="Download Form"/>	ABC NONPUBLIC HIGH SCHOOL	<input checked="" type="checkbox"/>
<input type="button" value="Enter Data"/>	<input type="button" value="Download Form"/>	ABC NONPUBLIC ELEMENTARY SCHOOL	<input checked="" type="checkbox"/>

Once all schools have green check marks associated with them, click **View Summary Report** to download a printable copy of the report for your files.

		NONPUBLIC SYSTEM NAME	STATUS
<input type="button" value="Enter Data"/>	<input type="button" value="Download Form"/>	ABC NONPUBLIC HIGH SCHOOL	<input checked="" type="checkbox"/>
<input type="button" value="Enter Data"/>	<input type="button" value="Download Form"/>	ABC NONPUBLIC ELEMENTARY SCHOOL	<input checked="" type="checkbox"/>

Before Submitting the Form, be sure to read the Assurances indicated and check the box.

**ASSURANCES ng>(Assurances must be agreed to before submitting this collection)**

The Public District verifies that they have Nonpublic System authorized signatures on file. The public district will retain all completed NDE Form #04-012 from the Nonpublic System at the Public District for a minimum of 6 years. Forms may be requested from NDE.

**Submit / Approve**

After user has completed data entry click on the **SUBMIT** button, indicating the collection is ready to be reviewed by your District Administrator.

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>			

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>			

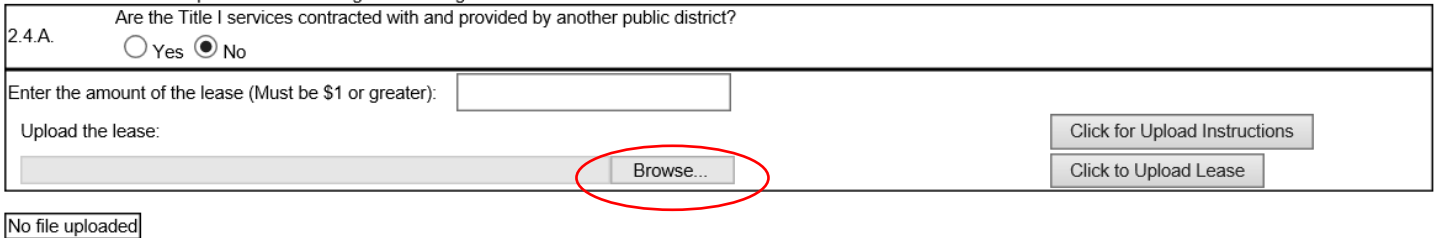
NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will need to re-open the collection.

## Appendix A – Title I Nonpublic Consultation – Uploading Lease Files

If the location of Title I, Part A services will be provided in a Nonpublic school facility as designated in 2.4 of the Title I Nonpublic Consultation form (NDE #04-012), the Public school district must obtain a signed copy of a lease agreement and submit it to NDE through file upload.

Select **Browse** to find the lease file.



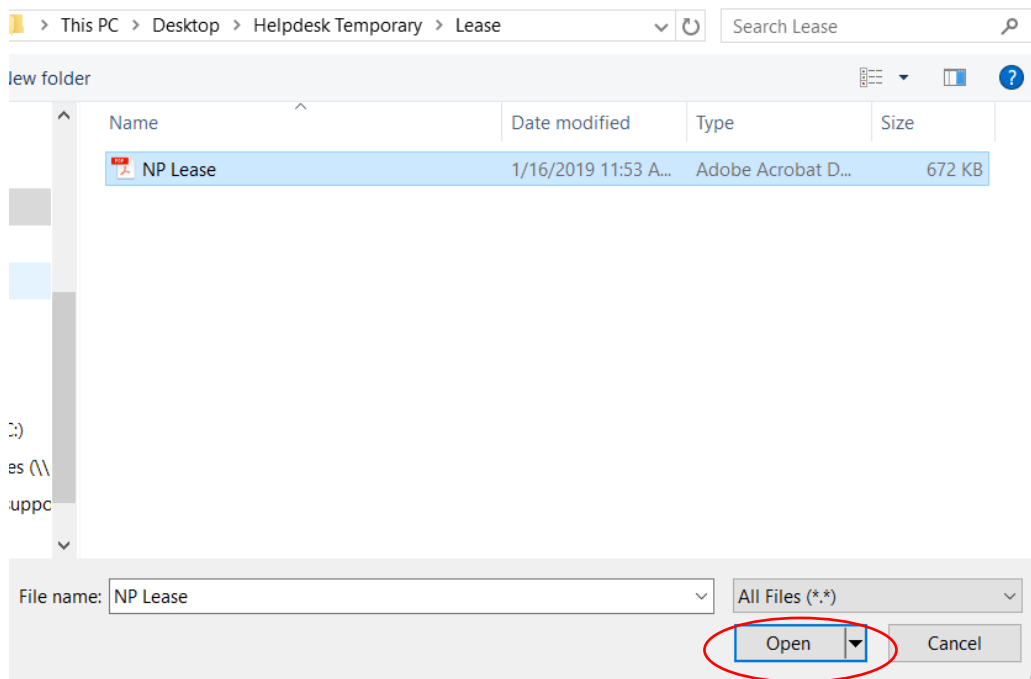
2.4.A. Are the Title I services contracted with and provided by another public district?  
 Yes  No

Enter the amount of the lease (Must be \$1 or greater):

Upload the lease:

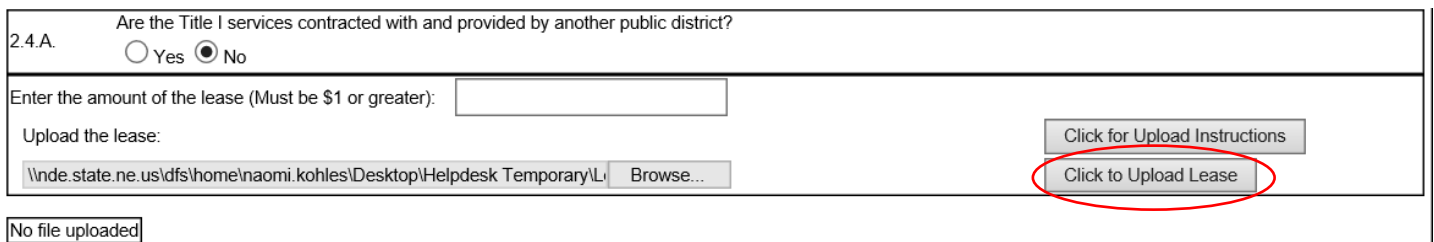
No file uploaded

Select the place on your computer where you saved the pdf file of the lease, click on the file and select **Open**.



NOTE: All leases uploaded need to be in the .pdf format.

This should put your file in the textbox next to the Browse button. Select **Click to Upload Lease**.



2.4.A. Are the Title I services contracted with and provided by another public district?  
 Yes  No

Enter the amount of the lease (Must be \$1 or greater):

Upload the lease:

\\nde.state.ne.us\dfs\home\naomi.kohles\Desktop\Helpdesk Temporary\L...

No file uploaded

NOTE: Maximum file size is 4MB. Please make sure your pdf file is no larger than 4MB or you will encounter

an error.

Once the lease is uploaded successfully, it will display in a table below the Browse button. Click on the file name of the lease to view.

	DISTRICTFILENAMELEASE	UPLOAD DATE
Delete	<a href="#">NP Lease.pdf</a>	01/18/2019

NOTE: You can only upload one lease per school district. If you would like to upload another lease, you will need to delete the one that is there then upload another one.