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

<table>
<thead>
<tr>
<th>Status</th>
<th>Activation Code(s)</th>
<th>Collection Name/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Edit/Remove</td>
<td>Consolidated Data Collection (CDC)</td>
</tr>
</tbody>
</table>

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

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 Public 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)

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 document

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 district keeps 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.

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 Service Desk 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.

<table>
<thead>
<tr>
<th>NONPUBLIC SYSTEM NAME</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC NONPUBLIC HIGH SCHOOL</td>
<td>![Icon]</td>
</tr>
<tr>
<td>ABC NONPUBLIC ELEMENTARY SCHOOL</td>
<td>![Icon]</td>
</tr>
</tbody>
</table>

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.

1.1. 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.
1.1. B
Check this box only if the Nonpublic system does not have eligible Title I, Part A students attending.

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.

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.

<table>
<thead>
<tr>
<th>CHECK AS APPLICABLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 The Nonpublic School was consulted during all phases of the design and development of the school district’s Title I, Part A Program.</td>
</tr>
</tbody>
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<th>Location of Title I, Part A Services</th>
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<tr>
<td>In A Public School Facility</td>
</tr>
<tr>
<td>In A Nonpublic School Facility*</td>
</tr>
<tr>
<td>At A Neutral Site</td>
</tr>
</tbody>
</table>

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.

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>2.2 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.</td>
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</tbody>
</table>
2.3 Check this box if the Nonpublic system will participate in the Title I, Part A Program.

<table>
<thead>
<tr>
<th>2. CONSULTATION BETWEEN NONPUBLIC AND PUBLIC SCHOOL (Consultation is for use of 2018-2019 allocations.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESEA Section 1117(b)(1), requires the following topics be discussed during the consultation process:</td>
</tr>
<tr>
<td>• How the children’s needs will be identified;</td>
</tr>
<tr>
<td>• What services will be offered;</td>
</tr>
<tr>
<td>• How, where, and by whom the services will be provided;</td>
</tr>
<tr>
<td>• How the services will be academically assessed and how the results of that assessment will be used to improve those services;</td>
</tr>
<tr>
<td>• 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;</td>
</tr>
<tr>
<td>• 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;</td>
</tr>
<tr>
<td>• 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;</td>
</tr>
<tr>
<td>• Whether, 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;</td>
</tr>
<tr>
<td>• Whether the district shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor;</td>
</tr>
<tr>
<td>• 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</td>
</tr>
<tr>
<td>• When, including approximate time of day, services will be provided.</td>
</tr>
</tbody>
</table>

CHECK AS APPLICABLE:

2.1  □ 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  □ 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  □ 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:

□ In A Public School Facility  □ In A Nonpublic School Facility*  □ 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

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<thead>
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<tr>
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</tr>
<tr>
<td>• When, including approximate time of day, services will be provided.</td>
</tr>
</tbody>
</table>

CHECK AS APPLICABLE:

2.1  □ 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  □ 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  □ 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:

□ In A Public School Facility  □ In A Nonpublic School Facility*  □ 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. A
If not contracting with another Public district, select 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.

<table>
<thead>
<tr>
<th>2.4 A. Are the Title I services contracted with and provided by another public district?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

Enter the amount of the lease (Must be $1 or greater): 0.00

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

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. 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.

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 15). 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).

3.2
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.

Section 4: Certification
Mark the Yes/No Box to indicate agreement/non-agreement regarding program to be implemented based on consultation.

Enter the name and title of the Public School Representative who conducted the consultation.
Enter the name and title of the Nonpublic System Representative who participated in the consultation.

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

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.

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.
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.

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.

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 Service Desk 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.

![Browse](image)

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

![Open](image)

**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**.

![Upload](image)

**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.

<table>
<thead>
<tr>
<th>District</th>
<th>Filename</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>NP Lease.pdf</td>
<td>01/18/2019</td>
</tr>
</tbody>
</table>

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.