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## CFP Equitable Services to Independent Schools Checklist

### February

- Review [AOE Approved/Recognized AND non-profit independent schools list](#)
  - This is the list that tells you the within district potentially eligible independent school(s) organized by LEA
  - This list will be updated every February by AOE and is available on the website

### March

- Send outreach letter(s) to all potentially eligible independent school(s)
  - Please feel free to use the [AOE Equitable Services Outreach Letter](#) template or another similar letter of your choosing
  - Be clear in this initial invitation what the expected due date for independent school response is

### April

- Schedule Virtual or In-person consultation meetings with all potentially eligible independent school(s) that respond to invitation
- Use the [AOE required documentation of consultation form](#)(s) in preparation for each independent school meeting
- Attend and participate in consultation meetings with independent school(s), remember to review the 12 required consultation topics (as listed on the 2<sup>nd</sup> page of the AOE Documentation of consultation form

### May

- Complete initial Equitable Share tab within GMS in order to establish allocations
- Revise and review draft investments with independent school(s)

### June

- Submit applicable investments as part of the initial CFP application by June 30<sup>th</sup>

### July-April

- Ongoing consultation and coordination between LEA and independent schools regarding investments, spending, and necessary amendments

### November

- Create & submit to GMS - CFP Equitable Services Data Collection Due Date 12-01
  - Documentation of eligible independent schools, including one [AOE required documentation of consultation form](#) for each potentially eligible school and the copy of email or certified mail receipt for instances of non-response by the independent school(s)