

Revised Date: January 12, 2024

Equitable Services to Independent Schools Timeline & Checklist

February

- Review [AOE Approved/Recognized AND non-profit independent schools list](#) and [AOE available web resources](#) and timeline to create their process
- Send outreach letter(s) to all potentially eligible independent school(s). Maintain pdf, jpg document for your records.
 - [Outreach letter to all potentially eligible independent schools within the LEA](#) & include as attachment [intent to participate form \(within LEA\)](#) with specified due date
 - [Outreach letter to all potentially eligible independent schools outside the LEA](#) with noted students driving Title I funds & include as attachment [intent to participate form \(outside LEA\)](#) with specified due date

April

- Schedule virtual or in-person consultation meetings with all potentially eligible independent school(s) that responded to initial outreach letter
- Pre-fill 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 (appendix of the AOE Documentation of consultation form)
- Verify data requirements with independent schools to confirm Allocation Determinations and Student Eligibility Counts ([EQS Data Worksheet tool](#) – Part 1 & Part 2).

May

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

June

- LEA to submit applicable independent school investments in the initial CFP application by June 30
- LEA to coordinate cumulative year-end Title I participation data with independent school(s) for submission in GMS Title I Participation Report ([EQS Data Worksheet tool](#), Part 3).

July-April

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

September

- Create & submit to GMS - CFP Equitable Services Data Collection Due Date 09-30
 - 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)

