

# KANSAS STATE DEPARTMENT OF EDUCATION Consultation

Please submit to:  
Private School Ombudsman  
Special Education & Title Services  
Kansas State Department of Education  
900 SW Jackson, Suite 620  
Topeka, KS 66612  
Fax: 785-291-3791; E-mail: psconsultation@ksde.org



## DOCUMENTATION OF PRIVATE SCHOOL CONSULTATION (CARES Act)

**The Elementary and Secondary Education Act (ESEA) as reauthorized by the Every Student Succeeds Act (ESSA) requires that consultation occur between the local education agency and private school officials.**

Consultation should be ongoing, and the following topics should be discussed before any decisions are made:

- How the specific needs of eligible children will be identified;
- Types of services that will be offered to meet those needs;
- How, where, and by whom services will be provided;
- When and how often services will be provided, including the approximate time of day;
- How and when the decision will be made in regard to the delivery of services and if the services will be provided directly or through a government agency, consortium, entity, or third party contractor;
- How the LEA will assess academically the services to eligible private school children;
- The size and scope of the equitable services that the LEA will provide to eligible private school children, the proportion of funds that will be allocated to provide these services, how the proportionate share was determined, and whether funds will be pooled;
- The equitable services the LEA will provide to teachers and families of participating private school children;
- If the LEA disagrees with the views of the private school officials on the 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;

\_\_\_\_ **The private school official should initial here** if they agree that timely and meaningful consultation occurred before the local education agency made decisions that affected the participation of eligible private school children in the Elementary and Secondary School Emergency Relief Fund (ESSER).

\_\_\_\_ Write Yes or No. The private school plans on participating in the Elementary and Secondary School Emergency Relief Fund, (ESSER) under the CARES Act.

The LEA and the Private School must keep a copy of this document on file, and the LEA must send a copy to the Private School Ombudsman.

\_\_\_\_\_  
Public School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Private School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
USD # and Name

\_\_\_\_\_  
Private School Name

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.



*Kansas leads the world in the success of each student.*  
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