



New York State  
EDUCATION DEPARTMENT  
*Knowledge > Skill > Opportunity*

# Consolidated Application SY 2015-16

## *Module 8*

### **Title I, Part A**

### **Private School Participation Form**

## 2015-2016 PRIVATE SCHOOL PARTICIPATION FORM

- **COMPLETE THIS FORM FOR EACH PRIVATE SCHOOL LOCATED IN THE SCHOOL DISTRICT**
- **The private school administrator is required to certify this form and should add comments, if any, in item #20**
- **PLEASE NOTE: This form MUST be completed by the public school official in consultation with private school officials.**

<b>#1. Private School Information</b>						
<b>Private School Name</b>		<b>Contact Person</b>				
<b>Street Address</b>		<b>Contact Telephone</b>				
<b>City/Town, Zip Code</b>		<b>Contact Email</b>				
<b>BEDS Code</b>		<b>Public School District</b>				
<b>#2. Equitable Services: Provide the amount for each program below. The amount should not be blank; however, N/A may be inserted only if a private school is not eligible for services within a Title program. Receiving Services OR Declining Services must be checked for any program with an allocation greater than \$0.</b>						
	<b>Title I, A</b> Improving Academic Achievement (Insert amount from Line 17c.)	<b>Title II, A</b> Teacher Quality (Insert amount from Line 19j of this form.)	<b>Title III</b> Limited English Proficient	<b>Title II, D*</b> Technology	<b>Title IV*</b> Safe & Drug Free Schools	<b>Title V, A*</b> Innovative Programs
				*only if using Title VI, B funds or REAP-Flex Alternative used of options		
<b>Private School Equitable Services</b>	\$	\$		\$	\$	\$
<b>Receiving Services:</b> Check box if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Declining Services:</b> Check box if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>#3. Consultation: Meaningful consultation has taken place between the local education agency and private school officials to design and develop the program services and benefits to be provided.</b>						
Consultation meetings (face to face) must continue through implementation and assessment of such services. Records of the meeting(s) such as agendas and meeting summaries must be kept on file in the school district and available upon request.						
<b>Dates of Meetings:</b>						

# Module 8 – Private School Participation Form (PSPF) (Cont'd)

## PROGRAM DESCRIPTIONS

**#4. For Title I, A: Complete items #5-18 below. For Title III: Duplicate and complete items #5-11 below. For Title II, A and Title VI, B REAP-Flex: Provide a brief description of the program and/or activities below. All federal programs and activities, including materials and supplies, shall be secular, neutral and non-ideological.**

**Description:**

**#5. Check the option(s) agreed upon for Title I services following consultation.**

<input type="checkbox"/> Direct teacher services in private school	<input type="checkbox"/> Weekend School Program
<input type="checkbox"/> Direct teacher services in public school building	<input type="checkbox"/> Extended Day
<input type="checkbox"/> Direct teacher services at neutral site	<input type="checkbox"/> Summer School Program
<input type="checkbox"/> Services through a third party contractor	<input type="checkbox"/> Professional Development
<input type="checkbox"/> Services through C.A.I.	<input type="checkbox"/> Materials/Supplies and Equipment
<input type="checkbox"/> Other [Describe]	

# Module 8 – Private School Participation Form (PSPF)

- The majority of this form is filled out by the District, in consultation with private schools.
- The private school administrator is to certify in writing (Item 20 and signed assurances) that they have been consulted on program fund amount and services to be provided.
- ***Private school administrators do not sign a blank PSPF.***
- ***In the signed assurances section, private school administrators need to explain why they are declining any program services.***
- The district should indicate on the first page of the PSPF if a school has closed.

## Module 8 – PSPF Continued...

- **Item 1:** Fill out all eight contact information boxes.
- **Item 2:** Provide the total program amount to be made available (Item 17c.) for services to private school students for Title I-A and Title II-A (Item 19k.), **even if the private school is declining services.**
- If the private school is declining services check the appropriate program box.
- **Note:** In instances where a private school declines services and refuses to provide poverty data in order to calculate an equitable services amount, the district should attach and explanation/justification on their efforts to obtain the needed poverty data.

## Module 8 – PSPF Continued....

- **Item 3:** Provide the dates of consultation meetings with private school officials. Dates can include contacts by letter, e-mails, telephone calls and face-to-face meetings.
- **Item 4: Important!** Provide a short description of the services to be provided for the Title II, Part A and Title III, Part A programs. If descriptions are part of an attachment, indicate it.
- **Items 5-18:** Complete all items if a private school will be receiving Title I, Part A services.
- **Item 5:** Indicate only the Title I, Part A services to be provided.
- **Item 6:** Describe the educational criteria to be used to select students for the Title I services.

## Module 8 – PSPF Continued....

- **Item 7:** Describe how academic services will be assessed and how those assessment results will be used to improve the program/services.
- **Item 8:** For districts with a I-A allocation greater than \$500,000.00, provide a description of the Parent Program services/activities to be provided to private school parents.
- **Note:** Inviting private school parents to district sponsored activities does not relieve a district of its responsibilities to provide unique parent involvement activities funded through the private school's equitable share of the 1% parent involvement set-aside.
- The 1% equitable share of the parent involvement set-aside **cannot be deferred** for instructional purposes for private school students.

## Module 8 – PSPF Continued....

- **Item 9:** Provide the number of days per week and number of minutes per day as appropriate, in each subject/service column.
- **Item 10:** Provide the appropriate eligible/participating student counts for 2014-2015 & 2015-2016.
- **Item 11:** Provide the number of students receiving Title III LEP services. A copy of Items 1-11 should also be attached with the Title III section of the application.
- **Item 12:** Check one of the (4) poverty data measures used to determine a private school's Title I-A allocation for services.
- **Item 13:** Enter each Title I school attendance area (i.e. the district Title I school the student would have gone to if they did not attend the private school).

## Module 8 – PSPF Continued....

- **Item 13 Cont'd...** Include the Per Pupil Amount (PPA) calculated for that district Title I school, as shown in the Online Supplement Form – Building-Level Information Section.
- Enter the number of private school students from each eligible Title I attendance area.
- Multiply the PPA (for each eligible attendance area) times the number of private school poverty students (for each attendance area) to calculate the appropriate Title I-A allocation for each eligible Title I public school attendance area. Remember to include the grand total of all eligible public school Title I attendance areas.
- **Item 14:** Provide the total Title I, Part A allocation for the district. Do not include any Title I, Part D funds.

## Module 8 – PSPF Continued....

- **Item 15:** Enter each “off-the-top” expense as appropriate.
- **Reminder:** “Off-the-Top” expenses cannot be deducted from a private school’s calculated Title I, Part A allocation for services.
- **Item 16:** Enter each 2014-2015 (i.e. carryover) and 2015-2016 estimated Title I cost for services as appropriate.
- **Note:** Funds set-aside from State or local sources for the school improvement set-aside are not calculated for Item 16.
- Remember to enter the total (Item d.) even if there is only one amount listed in items a.-c.
- **Item 17:** For districts required to set-aside 1% for parent involvement activities provide the amount of any unexpended 2014-2015 parent involvement funds and the 2015-2016 calculated parent involvement amount.

## Module 8 – PSPF Continued....

- **Item 18: *Personnel and Non- Personnel Services* –** Enter the total FTE for each staffing position, in items, a.-d as appropriate. Enter costs for purchased services, item e. (ex. 3<sup>rd</sup> party contracts or purchased service agreements), **for Title I-A only**. Enter costs for supplies in item f., if appropriate, and enter any other Non-Personnel Services costs not covered by items e. and f.
- Remember to total all costs in item h.
- Costs noted in item 18 should reflect Title I-A activities/services noted in item 5 of the PSPF.



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# Questions?

Email: [conappta@nysed.gov](mailto:conappta@nysed.gov)

Telephone: 518-473-0295