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# Addressing Chronic Absenteeism Grant

Equitable Services to Non-public Schools

**Addressing Chronic Absenteeism Consultation Form**

**FAQs**

**Question: What does the LEA need to submit to SDDOE?**

Answer: The completed consultation form that includes the results of the consultation submitted with the grant application. LEAs must submit a consultation form for every non-public school, regardless of whether the school chooses to participate.

**Question: Who should I contact for more information regarding the provision of equitable services to students attending a non-public school?**

Answer: For more information, please contact the Ombudsman for Equitable Services, Emily Quick at [Emily.Quick@state.sd.us](mailto:Emily.Quick@state.sd.us)

**Goal of Consultation**

**The goal of consultation is agreement between the LEA and appropriate non-public school officials on how to provide equitable and effective programs for eligible non-public school children.** The “goal of reaching agreement” between an LEA and appropriate non-public school officials is grounded in timely, meaningful, and open communication between the LEA and the non-public school officials on key issues that are relevant to the equitable participation of eligible non-public school students, teachers and other education personnel, and families in ESEA programs, including the Addressing Chronic Absenteeism Grant.

Meaningful consultation provides ample time and a genuine opportunity for all parties to express their views, to have their views seriously considered, and to discuss viable options for ensuring equitable participation of eligible non-public school students, teachers and other education personnel, and families. This assumes that the LEA has not made any decisions that will impact the participation of non-public school students and teachers in applicable programs prior to consultation or established a blanket rule that precludes non-public school students and teachers from receiving certain services authorized under applicable programs. An LEA must consult with non-public school officials about the timeline for consultation and provide adequate notice of such consultation to ensure meaningful consultation and the likelihood that those involved will be well prepared with the necessary information and data for decision-making. Successful consultation begins well before the implementation of services, establishes positive and productive working relationships, makes planning effective, continues throughout implementation of equitable services, and serves to ensure that the services provided meet the needs of eligible students and teachers.

**Note: Consultation forms must be included with the Addressing Chronic Absenteeism Grant application as an attachment. If a non-public school elects not to participate, select the appropriate option as provided below.**

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| --- | --- | --- | --- | --- | --- |
| **LEA Information** | | | | | |
| **LEA:** |  | **LEA Representative:** | |  | |
| **Telephone:** |  | **Email:** |  | | |
| **Non-Public School Information** | | | | | |
| **Non-Public School:** |  | | | |
| **Address:** |  | | | | |
| **School Administrator:** |  | | | | |
| **Telephone:** |  | **Email:** |  | | |

**Date(s) of Consultation**

Please provide the dates that the LEA contacted the non-public school, the method of communication, and, if applicable, the date of the consultation. If the LEA was unable to consult with the non-public school, provide dates of communication attempts and continue to the Signatures section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Initial invitation sent to non-public school:** | |  | **Method of Communication:** |  |
| **Follow-up invitation sent to non-public school:** | |  | **Method of Communication:** |  |
| **Date of Consultation Meeting:** |  | | | |

*Check the applicable box below.*

**Non-public School WILL participate:** The parties below agree that timely and meaningful consultation occurred between the LEA and the non-public school during the design and development of the LEA’s Addressing Chronic Absenteeism Grant application, as indicated above. Further, the parties agree that timely and meaningful consultation will continue throughout the implementation and assessment of the agreed-upon equitable services.

(Both the LEA and the non-public School will need to sign the bottom of this form.)

**Non-public School WILL NOT participate:** The parties below agree that timely and meaningful consultation occurred between the LEA and the non-public school. The non-public school, at this time, will not participate and will not receive funding.

(Both the LEA and the non-public school will need to sign the bottom of this form.)

**Both parties met but were unable to come to an agreement:** The parties were unable to come to an agreement regarding the equitable services to be provided to eligible non-public school children, teachers, and/or families. If applicable, select one or both of the options below.

The LEA’s signature below indicates that the LEA attempted to provide timely and meaningful consultation but was ultimately unable to come to an agreement with the non-public school official. If the LEA disagrees with the non-public school official with respect to an issue discussed during consultation, the LEA must provide the reasons for disagreement to the non-public school official. The LEA may provide that information below:

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|  |

The non-public school official’s signature below indicates that the non-public school official attempted to engage in the consultation process with the LEA, however, either the non-public school official believes that timely and meaningful consultation did not occur, or the program designed through consultation is not equitable with respect to eligible non-public school children. If necessary, after contacting the Ombudsman for Equitable Services, the non-public school official may file a complaint regarding the disagreement with the LEA with the South Dakota Department of Education in accordance with section 1117(b)(6).

**Non-public School DID NOT RESPOND**: The LEA was unable to conduct a timely and meaningful consultation due to a lack of response from the non-public school.

(The LEA will need to sign the bottom of this form.)

**Allowable Uses Discussed:**

* School-based mental health services
* Implementation of schoolwide positive behavioral interventions and supports
* Mentoring and school counseling
* Designating a site resource/attendance coordinator at a school or LEA to provide a variety of services such as:
  + Establishing a family/school attendance partnership through an attendance liaison or attendance coordinator.
  + Establishing partnerships within the community to provide resources and support for schools.
  + Ensuring that all service and community partners are aligned with the academic expectations of a community school to improve student success through student attendance.
  + Strengthening relationship between schools and communities.
* Activities that promote the involvement of parents in the activity or program.
* Activities that are coordinated with other schools and community-based services and programs
* Transportation
  + If transportation will be included in the grant application, please keep in mind the following:
    - Transportation should include mileage rate, anticipated number of miles, staff pay/benefits in the budget.
    - The LEA should have a policy showing how mileage is addressed.
    - SDDOE will not allow purchasing of vehicles.

**Summary of Services to be Provided**

*Provide a summary of the agreed-upon equitable services to be provided to eligible non-public school children, teachers, and families below. (May be attached as an addendum.)*

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**Signatures**

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|  |  |  |  |  |
| LEA Representative |  | Signature |  | Date |
|  |  |  |  |  |
| Non-Public School Administrator |  | Signature |  | Date |