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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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March 5, 2019

( X ) Action Required

Due date: April 15, 2019

( X ) Informational

BULLETIN NO. 012-19 SPECIAL PROGRAMS & FEDERAL ACCOUNTABILITY

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Private School Administrators  
Federal Grants Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Private School Participation in Federal Programs

CONTACT: Mary Jo Johnson, Program Supervisor, Private Schools  
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### **PURPOSE/ BACKGROUND**

Since the passage of the Elementary and Secondary Education Act (ESEA) in 1965, school districts have been required to provide equitable services to private school students, teachers, and in some cases, other education personnel, and parents under a number of federal programs. The Office of Superintendent of Public Instruction (OSPI) issues this bulletin to provide guidance for private school participation in ESEA federal programs. Although Perkins IV is authorized under the Carl D. Perkins Career and Technical Education Act of 2006, it is also included in the application for participation in federal programs for private schools. Find descriptions of the available federal programs in Attachment A. See detailed instructions and responsibilities for [private schools](#) and [school districts](#).

To participate in any federal program, a private school must notify OSPI and the local school district of their intent to participate each year. Private schools complete their intent to participate via the Private Participation in Federal Programs application in the [Education Data System \(EDS\)](#). The application opens **March 15** and is due **April 15**. **If the private school does not complete this application, there will be no services for the upcoming school year.**

## PRIVATE SCHOOLS

In order for a private school to qualify for and then participate in federal program equitable services, a private school must:

- Be a non-profit, elementary or secondary school approved by the [Washington State Board of Education](#).
- Have completed the Private School October Enrollment Report P105B form by October 2018. This information drives the allocations for services for the 2019–20 school year.
  - **In addition to completing the P105B, private schools must accurately report additional student data in Section 3 and Section 4 of the Private Participation in Federal Programs application.**
- Have notified the school district and OSPI of its intent to participate or not in federal program equitable services by completing and submitting the Private Participation in Federal Programs application in EDS. Instructions to log into EDS are in Attachment B. See Attachment A for a detailed list of federal programs with equitable services requirements. Private schools should review the responsibilities for [private schools](#).

**If a private school does not complete the Private Participation in Federal Programs application in EDS by April 15, its students, teachers, and other education personnel are not eligible to participate in equitable services for the 2019–20 school year.**

## SCHOOL DISTRICTS

School districts must make initial contact with all private schools located in their boundaries to ensure they complete the Private Participation in Federal Programs application in EDS. Document attempts to contact private schools under the “Contact Log” tab in the application. Instructions to access EDS are included in Attachment B.

The Title I, Part A program also requires school districts to provide equitable services to **eligible** students who attend participating private schools located **outside the school district boundaries**. Each school district must also identify if their students attend private schools located outside district boundaries. If the students generate funding for Title I, Part A equitable services, the school district would also be responsible to provide services to eligible students.

Districts should review the responsibilities and instructions for [school districts](#).

## RESOURCES

Find additional resources and guidance on OSPI’s [ESEA private school webpage](#).

## TECHNICAL ASSISTANCE WEBINAR

A webinar regarding private school participation in federal programs is scheduled for Thursday, March 21, 2019. This training will focus on the requirements and responsibilities of private

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schools and school districts. To register for this webinar, please go to [https://zoom.us/webinar/register/WN\\_eSJGKQehQPiqnWPnzx5A-A](https://zoom.us/webinar/register/WN_eSJGKQehQPiqnWPnzx5A-A).

#### **INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact Mary Jo Johnson, Program Supervisor, at [maryjo.johnson@k12.wa.us](mailto:maryjo.johnson@k12.wa.us); or Julie Chace, Program Supervisor, at [julie.chace@k12.wa.us](mailto:julie.chace@k12.wa.us). You can also call the Title I/LAP office at 360-725-6100. OSPI's TTY number is 360-664-3631.

This bulletin is also available on OSPI's website at <http://www.k12.wa.us/BulletinsMemos/bulletins2019.aspx>.

Michaela W. Miller, Ed.D., NBCT  
Deputy Superintendent

Gayle Pauley  
Assistant Superintendent  
Special Programs & Federal Accountability

CR:mjj:jc

Attachment A: Federal Programs Required to Provide Equitable Services  
Attachment B: 2018–19 Education Data System (EDS) Log-in Instructions