

J-3. Sample General Consultation Timeline

Sample Timeline for Local Education Agency (LEA) Consultation With Private School Officials	
Month	LEA Activity
September	<ul style="list-style-type: none"> ▪ Begin programs and services. ▪ Consult with private school officials about <i>current</i> programs and services implementation and modify as necessary.
October	<ul style="list-style-type: none"> ▪ Continue consultation about <i>current</i> programs and services implementation.
November- December	<ul style="list-style-type: none"> ▪ Consult with private school officials about the status of <i>current</i> programs and services. ▪ Obtain complete list of all private schools with appropriate contact names for later use in mailing “Intent to Participate in Federal Education Programs” forms.
January	<ul style="list-style-type: none"> ▪ Continue consultation with private school officials about the status of <i>current</i> programs and services. ▪ Send “Intent to Participate” forms to all private schools in the LEA with a February deadline for returning the forms.
February - March	<ul style="list-style-type: none"> ▪ Continue consultation with private school officials about the status of <i>current</i> programs and services. ▪ Conduct a district-wide consultation meeting with all private school officials and provide a general overview of programs that will be available to their students and teachers in the <i>next</i> school year. ▪ Provide private school officials with planning document* to prepare them for consultation about <i>next</i> year’s programs and services. ▪ Consult with private school officials to identify students’ and teachers’ needs, discuss services and estimated funding figures, design programs, and establish priorities for the <i>next</i> school year.
April-May	<ul style="list-style-type: none"> ▪ Evaluate programs and services for the <i>current</i> school year and make suggestions for modifying programs that will be implemented again in the <i>next</i> school year. ▪ Continue consultation and planning for programs and services for <i>next</i> school year. ▪ Complete plans for programs and services and set dates for when they will begin in the <i>next</i> school year. ▪ Develop consultation timeline for the next school year.
June	<ul style="list-style-type: none"> ▪ Finalize actions related to programs and services.
July- August	<ul style="list-style-type: none"> ▪ Inform private school officials about the readiness of programs and services for the <i>upcoming</i> school year. ▪ Provide program funding figures to private school officials for upcoming school year.

* See J-8: *Sample Needs Assessment and Program Development Plan* form.

Note: This is not an official U.S. Department of Education document. It is provided for sample purposes only and should not be considered as a required document when administering *ESEA* programs.