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|  | **2020 Equitable Services Timeline****for School Year 2020-21(FY21)**Revised 12/16/2019 |

**by Friday, January 31, 2020:**

* Complete diligent search for private schools in district and send *SY20-21 Initial Contact Letter and Intent to Participate* to each private school (including kindergarten through 12th grade, no preschools), with 30-day-after-postmark response deadline. Use Certified Mail and retain proof of mailing. For any private school that has not responded within two weeks of mailing, begin additional contact attempts (phone and email) and retain phone log and email documentation.

**by Friday, March 6, 2020:**

* Upload all returned *Intent to Participate* forms to MCAPS, and
* For any private school that never responded, upload proof of mailing and scanned documentation of additional contact attempts (phone log, emails).
* If there are no private schools in your district, type “no private schools in district” on your district letterhead and upload MCAPS.

**March 2020**

* Begin consultation with each participating private school, using estimated allocations if necessary. March school enrollment number will be available. Send home *Household Income, Address and Grade Survey* formswith private school students when needed to determine qualification for Title I-A equitable services funding generation if private school participates in Title I-A.

**by Friday, April 10, 2020**

* *Household Income, Address and Grade Survey* forms should be returned to school district, and address/grade verification conducted by school district for each low-income qualifying student. If the student would have attended a Title I-A served school and grade level if attending public school, then all elements are met for the student’s generation of Title I-A proportional funding.

**by Friday, April 24, 2020**

* For any Title I-A funds-generating (low income) students determined to reside in an outside district, the Fiscal Agent District sends requests for address/school verification to Districts of Residence for arrangement of District of Residence’s Title I-A contribution to Fiscal Agent District. When District of Residence confirms, Districts should use Memorandum of Understanding (MOU).

**by Friday, May 29, 2020**

* Estimated (or actual, if FY21 allocation amounts are available) *Final Equitable Services Plans* for participating private schools completed and uploaded to MCAPS, including Private School’s Written Affirmation.

**Summer 2020**

* When FY21 allocations and District Consolidated Plan become available, Revised *Final Equitable Services Plans* uploaded to MCAPS with correct equitable share amounts identified.

**Fall 2020**

* Equitable Services begin when school begins. Brief assessment period opens for ranking at-risk students at any Title I-A participating private school.
* Assessment of all Equitable Services programs are periodic throughout the school year, with final assessment in May 2021, and thereafter for any summer programs.