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|  | **Equitable Services Timeline**  **School Year 2023-24 (FY24)**  Revised 1/11/23 |

**by Friday, February 3, 2023:**

* Complete diligent search for private schools within your district’s attendance area. Upload pdf-prints of intra-office email thread and internet searches to MCAPS as evidence of search. Send *School Year 2023-24 (FY24) Initial Contact Letter and Intent to Participate* to each private school (including kindergarten through 12th grade, but not preschools lacking a 5-year-old kindergarten), with 30-day-after-postmark response deadline. Use Certified Mail, Return Receipt Requested and retain proof of mailing and signed-for receipt (upload to MCAPS). 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 (upload to MCAPS).

**by Friday, March 10, 2023:**

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

**March 2023:**

* Begin consultation with each participating private school, using estimated allocations if necessary. March school enrollment number will be available.
* For Title I-A participating private schools, determine in consultation with the private school how its low-income student count will be determined, and obtain this count:

1. By using *Household Income Survey* forms; or
2. By using *need-based financial aid data* available from the private school; or
3. With “Free and Reduced-Price Lunch” data if the private school participates in this program (very rare)

**by Friday, April 14, 2023:**

* The surveys or other data showing the private school’s low-income student count (including student residence address and grade level) are returned to school district.
* Using its attendance-area map, the district verifies that (per address and grade level), each low-income student would have attended a Title I-A served school and grade level if attending public school. If so, the student will generate a share of Title I-A funding.
* If you find that the student resides outside the district’s attendance area, contact the outside school district (the “District of Residence”) for verification and contribution (see below).

**by Friday, April 28, 2023:**

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

**by Friday, May 26, 2023:**

* Estimated (or actual, if FY24 allocation amounts are available) *Equitable Services Plans* for participating private schools completed and uploaded to MCAPS, including Private School’s signed Written Affirmation.

**Summer 2023:**

* When FY24 allocations and the District Consolidated Funding Application become available, revise the *Equitable Services Plan* to reflect accurate equitable share amounts (rather than estimates) and upload to MCAPS.

**Fall 2023:**

* Equitable Services begin when school begins. Brief assessment period opens for ranking students to create “at-risk student group” for I-A service receipt 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 2024, and thereafter for any summer programs.