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|  | **2021 Equitable Services Timeline**  **for School Year 2021-22 (FY22)**  Revised 1/08/2021 |

**by Friday, January 31, 2021:**

* Complete diligent search for private schools in district and send *School Year 2021-22 (FY22) 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 Tuesday, March 9, 2021:**

* 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 no private schools in the district, type “no private schools in district” on district letterhead, upload MCAPS.

**March 2021:**

* 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 9, 2021:**

* The private school 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 proportional funding.
* If 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 30, 2021:**

* 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 the *Memorandum of Understanding (MOU)*.

**by Friday, May 28, 2021:**

* Estimated (or actual, if FY22 allocation amounts are available) *Equitable Services Plans* for participating private schools completed and uploaded to MCAPS, including Private School’s signed Written Affirmation.

**Summer 2021:**

* When FY22 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 2021:**

* 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 2022, and thereafter for any summer programs.