| **Sample Timeline for Local Education Agency (LEA) ConsultationWith Private School Officials**  |
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| **Month** | **LEA Activity** |
| **August - September** | * Begin programs and services.
* Consult with private school officials about *current* programs and services implementation and modify as necessary.
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| **October** | * Continue consultation about *current* programs and services implementation.
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| **November- December**  | * Consult with private school officials about the status of *current* programs and services.
* Obtain complete list of all private schools with appropriate contact names for later use in mailing “Intent to Participate” forms.
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| **January**  | * Continue consultation with private school officials about the status of *current* programs and services.
* Send “Intent to Participate” forms to all private schools in the LEA with a February deadline for returning the forms.
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| **February -March** | * Continue consultation with private school officials about the status of *current* 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 *next* school year.
* Provide private school officials with planning document\* to prepare them for consultation about *next* 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 *next* school year.
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| **April-May** | * Evaluate programs and services for the *current* school year and make suggestions for modifying programs that will be implemented again in the *next* school year.
* Continue consultation and planning for programs and services for *next* school year.
* Complete plans for programs and services and set dates for when they will begin in the *next* school year.
* Develop consultation timeline for the next school year.
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| **June** | * Finalize actions related to programs and services.
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| **July** | * Inform private school officials about the readiness of programs and services for the *upcoming* school year.
* Provide program funding figures to private school officials for upcoming school year.
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