| **Sample Timeline for Local Education Agency (LEA) Consultation With Private School Officials** | |
| --- | --- |
| **Month** | **LEA Activity** |
| **August - September** | * Begin programs and services. * Consult with private school officials about *current* programs and services implementation and modify as necessary. |
| **October** | * Continue consultation about *current* programs and services implementation. |
| **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. |
| **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. |
| **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. |
| **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. |
| **June** | * Finalize actions related to programs and services. |
| **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. |