## What is the equitable services narratives (ESN)?

The ESN is a method for the district to explain a policy or process concerning equitable services to private schools. They are an opportunity for districts to provide more details, nuances and granularity when describing equitable services than can be achieved by simply turning in documentation. They can also be an opportunity for the district coordinators to ask questions, clarify requirements and collaborate with the Private School Ombudsman to make their equitable service programs more efficient, successful and accessible.

## How can the district provide their ESN?

Districts have two options for providing ESN:

1. District Coordinators can respond to the ESN prompts in **writing** and **submit their answers at any point after the Monitoring Entrance Meeting but before the Monitoring Exit Meeting**. If the Private School Ombudsman has any questions after reviewing the district’s ESN, they will contact the appropriate official(s) requesting more complete written ESN or to schedule a virtual meeting. For districts that only need to answer the ESN for PS-B (see below), it may be easiest to respond in writing.
2. Districts Coordinators can **schedule a virtual meeting** that would **occur during monitoring week** to provide the Private School Ombudsman with verbal ESN. The meeting can be scheduled during the Monitoring Entrance Meeting. Meetings will be scheduled to last 1 hour. For districts that need to answer all ESN, it may be easiest to respond verbally.

## Which ESN should a district answer?

The ESN should be answered based on the presence, or absence, of private schools and whether or not private schools participate in equitable services.

* **ESN for PS-B: Identifying private schools**
  1. Completed by all districts
* **ESN for PS-C: Timely and Meaningful Consultation**
  1. First question: Completed by districts that have private schools
  2. First through fifth questions: Completed by districts that host consultation meeting(s) with private schools regardless of the private school’s final decision on whether or not to participate in equitable services
* **ESN for PS-D: Assessing Needs and Evaluating Programs**
  1. Completed by districts that provide equitable services to private schools

## How should a district ask questions or for help?

Districts should reach out to Janette Newton, Private School Ombudsman via [email](mailto:Janette.Newton@ODE.Oregon.Gov?subject=Help%20with%20Equitable%20Services%20Monitoring%20Narratives) or phone (503) 551-9405.

**Please answer the appropriate ESN below. If responding in writing, please save your response(s) and email to** [**Janette Newton**](mailto:Janette.Newton@ODE.Oregon.Gov?subject=Monitoring%20Equitable%20Services%20Narrative%20Written%20Submission)**.**

**District:** Click to type District Name. **District Contact:** Click to type Contact Name.

## ESN for PS-B: Identifying Private Schools (completed by all districts)

1. Explain the **process of identifying and contacting private schools** for participation in equitable services. Make sure to include identification of private schools that the district has a reason to believe enrolls students residing in a Title I-A school, even if the private school is geographically located out of district.

Click to type written narrative.

## ESN for PS-C: Timely and Meaningful Consultation (completed by districts with private schools)

1. Discuss **potential barriers to providing equitable services** and **how to remove them**.

Click to type written narrative.

1. Describe **how** consultation is conducted and **why** it is conducted in that manner.

Click to type written narrative.

1. Discuss **when** consultation is conducted and **why** it is conducted at that time.

Click to type written narrative.

1. Describe **who** from the district attends consultation and **why** that staff attends.

Click to type written narrative.

1. Describe **what records** are transcribed during consultation **why** those records are retained**.**

Click to type written narrative.

## ESN for PS-D: Assessing Needs and Evaluating Programs (completed by districts with private schools that participate in equitable service programs)

1. Describe **how the specific needs** of the private school participants are assessed.

Click to type written narrative.

1. Discuss **how equitable service program(s) are evaluated**.

Click to type written narrative.

1. Explain **how evaluation is used to measure if the identified needs were met** by the equitable service program.

Click to type written narrative.

1. **Give an example** of how **evaluation is used, or will be used, to inform future decisions** when providing equitable services.

Click to type written narrative.