## 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 Ombuds 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 Ombuds 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.
2. Districts Coordinators can [**schedule a virtual meeting**](https://outlook.office.com/bookwithme/user/e80de0b04fe7432c8b0d3c905955b4a8%40ode.oregon.gov/meetingtype/t84AAKHny0ORLpXr2iRcpw2?anonymous&ep=mLinkFromTile) that can occur either before or during monitoring week to provide the Private School Ombuds with a verbal ESN.. Meetings will be scheduled to last 30 minutes.

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

Districts should reach out to Janette Newton, Private School Ombudsman via email or phone (503) 551-9405.

**Please answer the ESN prompts below. If responding in writing, please save your response(s) and** [**upload to OneDrive**](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/Submission%20of%20Monitoring%20Materials.pdf)**.**

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

## Timely and Meaningful Consultation

1. Describe **how** consultation is conducted (eg: in person, virtual, by phone, etc.) and **why** it is conducted in that manner.

Click to type written narrative.

1. Discuss **when in the school year** 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 **how** those records are retained**.**

Click to type written narrative.

## Assessing Needs and Evaluating Programs

1. Describe **how the specific needs** of the private school participants are assessed; and specifically **describe how the district supports** the private school in this process.

Click to type written narrative.

1. Discuss **how equitable service program(s) are evaluated. I**nclude **how evaluation is used to measure if the identified needs were met**; and **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.