This form helps facilitate meaningful consultation between a district and the private school by indicating if the private school wishes to receive equitable services through Title IV-B, AKA 21st Century Community Learning Centers (21st CCLC). If a private school does not attend consultation, it will be assumed they have declined services. Federal funds cannot be paid directly to the private school, including reimbursement, through equitable services.

Subgrantee officials must take into consideration the private school’s views for how to serve students and the design of the program. Consultation includes meetings with the private school before the subgrantee makes any decisions that affect the opportunities available to private schools who choose to participate. Meetings will continue throughout the implementation of the program and will include evaluation of the services provided.

The goal of the consultation process is agreement between both parties. While the final decisions concerning equitable services rests with the district, serious and due consideration must be given to the private school’s views. If a subgrantee disagrees with the views of a private school, the district must provide their decision in writing to private school official(s) and include the reasons why the subgrantee disagrees. The reasons must be supported by facts and/or data.

**Date of Consultation**: Click or tap to enter a date.

**Private School Contact Information**

**Private School Name**: Click or tap here to enter text.

**Private School Address**: Click or tap here to enter text.

**Private School Contact Name & Title**: Click or tap here to enter text.

**Private School Contact Phone & Email**: Click or tap here to enter text.

**Subgrantee Contact Information**

**Subgrantee Name**: Click or tap here to enter text.

**Subgrantee Address**: Click or tap here to enter text.

**Subgrantee Contact Name & Title**: Click or tap here to enter text.

**Subgrantee Contact Phone & Email**: Click or tap here to enter text.

**Do not complete if the private school was not in attendance**

**School district subgrantees should submit signed Affirmations to the** [**Evidence of Consultation form**](https://app.smartsheet.com/b/form/f998d5d880cb4875bd0f5c52f4736d1d)**.**

**CBO subgrantees must email signed Affirmations to the** [**Private School Ombuds**](mailto:Janette.Newton@ODE.Oregon.Gov?subject=21st%20CCLC%20Affirmations)**.**

**Please indicate if the private school will be participating in 21st CCLC equitable services:** Yes  No

**Program Information**

**Private School Enrollment Grade Levels**:Click or tap here to enter text.

**Private School Total Eligible Student Count**:Click or tap here to enter text.

**Private School affirms that (to be completed by the Private School Contact):**

Yes No

The district explained the [complaint process and procedures](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Pages/Private-Schools.aspx) to the private school.

The private school provided accurate, reliable and timely enrollment data and program specific information for the purposes of allocating applicable federal funds and developing plans for equitable services.

All educational services and programs, including materials and equipment must be secular, neutral and non-ideological.

The district initiated timely consultation and engaged in meaningful discussion.

The program design for private school students is equitable to public school students.

The private school cannot be directly reimbursed for Title program expenditures, and they must follow all district procurement policies.

The private school is a non-profit.

**Under ESEA section 8501, the ongoing consultation process must discuss at minimum the following topics for private schools participating in 21st CCLC equitable services. Also record in writing any specifics on each decision made and maintain them in subgrantee files.**

Yes No

How the eligibility of private school students will be determined.

How the needs of participating students will be identified and assessed.

How students will be selected for participation and waitlists will be formed, as applicable.

How policies are in place to remove a student from participating in the program.

How and when the effectiveness of equitable services will be evaluated.

Whether the program will be before or after school, during the summer or during other school breaks; and the specific dates and times of the program.

Where the program will take place and what transportation will be provided, if applicable.

How private school families will be included in engagement activities.

If services will be provided directly or through a third-party contractor.

How the total number of student participants was determined.

How the proportionate share is calculated.

Whether administrative costs or indirect costs are deducted from the proportionate share.

**Signatures**

**Signature of Private School Contact**: Click or tap here to enter text. Click or tap to enter a date.

**Signature of District Contact**: Click or tap here to enter text. Click or tap to enter a date.

School district **subgrantees** will upload all signed Affirmations via the [Evidence of Consultation Form](https://app.smartsheet.com/b/form/f998d5d880cb4875bd0f5c52f4736d1d) **within 30 days of signing**.

CBO subgrantees will email signed Affirmations to the [Private School Ombuds](mailto:Janette.Newton@ODE.Oregon.Gov?subject=21st%20CCLC%20Affirmations) **within 30 days of signing**.

Contact the Private School Ombuds with any questions: [Email](mailto:Janette.Newton@ODE.Oregon.Gov?subject=Questions%20Re:%20Affirmation%20of%20Consultation) or call (503) 551-9405.