Dear (Name of Nonpublic School Principal):

The kickoff for next school year’s FY 21 Nonpublic Data System has begun. I will be your public district contact and will provide equitable service consultation if your school has qualifying student data for services with the ESSA federal programs. My direct line for consultation is: (Phone number) This past school year, you indicated one or more students attend your school from our (Public School District).

An e-mail from the Ohio Department of Education indicating the timeline for enrollment data entry and electronic federal program participation for Title I-A, II-A, III LEP/Immigrant, IV-A, and IDEA, if applicable, in the Nonpublic Data System as of February, 2020. Enrollment and Participation data deadline is: Friday- May 8, 2020.

You will log into your ODE SAFE account and select Nonpublic Data System to enter your current attendance data. The system allows for download of prior year’s data. This enables you to promptly update your attendance information for each public school which your student attendance resides. For further assistance listen or read the following:

Updates to the Nonpublic Data System (NPDS) and relevant information for FY 21:

<https://ccip.ode.state.oh.us/documentlibrary/ViewDocument.aspx?DocumentKey=83890>

After uploading the current enrollment student data, you will complete a participation form for each public district you have indicated student enrollment resides (Title I requirement). Before you select “No” as a response to consultation within the participation form, please contact me if I have “not” contacted you first to discuss your qualifying student enrollment. Consultation is “required” and we must discuss the student enrollment qualifying data before you complete the participation form.

Forward email of your qualifying student list of addresses to validate district/school of residence. Upon our discussion of the multi-criterion academic criteria, forward Title I-A qualifying students who you anticipate will meet service requirements. Also, include the economically eligible, if participation in Title I-A is considered. Our district building(s) use the following academic criteria to qualify students: (include assessment scoring criteria, etc). If you believe your student population will qualify for Title I services, we will be required to discuss academic and economic qualifiers. Contact me at the number below for academic scoring of Title I services, Title III LEP/Immigrant, and IDEA qualifying student(s) information during the consultation process.

Consultation may occur through a variety of communication tools – NPDS history/comments log, face-to-face, telephone, e-mail, or nonpublic official meetings. Our district offers face-to-face technical support sessions for consultation on the following dates: (Provide dates and times for possible face-to-face session/workshops) at (Address of meeting location). If these dates and times do not work in your schedule, email me a time and date that will work for you to have a telephone conversation.

Your school’s equitable service participation amount included the following from last fiscal year:

Title I-A $(Include equitable service amounts for applicable grant programs from last year)

Title II-A $

Title III LEP/Immigrant $

Title IV $

IDEA $

Look forward to our continued work to improve learning opportunities for the students!

Sincerely-

(Your name)

(Title)