



Non-Public Schools – Federal Grant Guidelines to Offer Participation of Programs

All steps below are the responsibility of the District Grant Director:

1. January: Kent ISD sends a request to participate letter to all Non-Public Schools and Montessori Schools within 20 mile radius of the ISD borders. The letter of invite and inform participation in federal grant programs (Title I, Title II, and Title III) for next school year. In addition to providing information, Free and Reduced information for Non-Public schools is collected by providing a memo stating the reason for the request and requesting in the memo a list of all enrolled students (prefer an excel file – sample is in L:\Bethany\|non-public\2014-2015\Student free and reduce status list to be used for 2015-2016 folder.) which includes:

- a. Student name
- b. Complete address
- c. Grade Level (K-12)
- d. Student eligible for Free/Reduce (Yes or No)

A response is requested with a month. For those not responding, additional requests are made, including by the local school district. This special arrangement in Kent County allows PNP to work with their public school in which they reside only, while the public school arranges agreements with schools outside their boundaries who have students attending inside their boundaries at district resident schools. This special arrangement has been supported by MDE.

- a. Non-Public OUTSIDE LSD BOUNDARIES (Title I only)
- b. Non-Public INSIDE LSD BOUNDARIES (Title IA, Title II Part A, Title, III and any other Federal grants district currently is receiving)

2. February and March, when letters and information are returned they are compiled for all districts to review prior to a full county meeting with representatives from both the public and private schools. The purpose of this meeting is to review the accuracy of the data and set timelines for both entities moving forward toward the submission of the consolidated application in June.

3. During April any additional Non-Public Schools Participating Responses Report is updated and checked for accuracy related to addresses as it relates to the home school district.

4. In addition to the county meeting, a second meeting (April/early may) with schools to go over estimate budget allocations, rules and regulations documentations and required forms to complete.

5. Non-Public schools completed student lists, acceptance of support, and other necessary documentation is saved in the 2015-2016 electronic folder (under Grants and Private Schools).

7. Student list information received from Non-Public schools is used to determine which students reside in the Wyoming School District attendance area and other surrounding areas. PNP schools within the Wyoming School District attendance area are eligible to receive Title IA, Title IIA, and Title III funds (qualifications are required for Title I and III). Public schools outside the Wyoming School District who send students to PNP within the Wyoming Public School attendance area may also be eligible to receive Title IA funds (if they reside in an attendance area in their home district that is school eligible). This process does not include Grand Rapids Public Schools (non-participant in the Kent County consortium) and so all PNP schools in GR are reviewed and supported separately with regard to Title I.

8. After receiving all student lists, determination of students residing in the Wyoming School District attendance area, of these students do they meet the Free/Reduce lunch criteria: complete the Non-Public student attendance area including the Free and Reduce notation.

9. The form and additional information is completed in School Selection in MEGS+.

10. Use the information on the Non-Public student attendance form to determine the students per pupil allocation for the following school year. Non-Public students receive same per pupil allocation as Wyoming School District students. (Number of students to use to determine allocation = number of Non-Public students residing in the WPS attendance

area and meet free/reduce criteria for Title IA, Schools within Wyoming School District boundaries = total number of Non-Public students for Title IIA.

11. In addition non-public schools receive an equitable share allocation. Complete the "Participating Private Schools Equitable Share Calculation worksheet located online. When completed this form must be uploaded as an attachments into MEGS+.

12. Numbers are included related to other PNP in the area, those who students are in a WPS attendance boundary but attending elsewhere or who are from Wyoming and attending outside the WPS boundary.

Documentation provided to Non-Public's during meeting:

Title I PNP Meeting sign-in sheet (all attendees)

Student Qualification Form (PNP's must return within the noted time frames)

Budget Narrative Form for each PNP with estimated allocations (PNP's must return within the noted time frames)

Federal Rules and Regulations for each grant offered

Note on the form, minutes from the meeting, including questions, concerns, and celebrations

Grants Director also collaborates with PNP's on resource options to help serve below grade level students.

A contract service agreement is created by the grant's director for servicing out o district students, attending in school locations. Grants Director will work with PNP's to determine a plan. if a PNP's request a 3rd party for tutoring of students, the person will meet all requirements. All invoices from 3rd parties must first be reviewed and contain principal approval signature to pay from the PNP's before payment is made.

Finance and/or Grants Director sends PNP's updated budget balances 3 times a year or sooner if requested.

Building monitoring by Grants Director occurs annually to verify: proper use of funds, inventory technology, Title IA classroom observation, Title IA Parent meeting has occurred and review sign-in sheet and agenda etc.

Appropriate WPS personnel will meet with PNP's as necessary to support their needs in running a compliant, quality support program.