
Title II, Part A- Equitable Services to Eligible Private School Staff
(S&F-W002)
Sacramento City Unified School District

1.0 SCOPE:

Title II, Part A- Equitable Services to Eligible Private School Staff
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- 4.13 Consultation- procedure in which the professional development needs of the private school are determined so that the SCUSD can align equitable services to meet those needs.
- 4.14 Affirmation of Consultation- form that is used to document that SCUSD and private school officials verify that the consultation process was completed as outlined in NCLB.

5.0 PROCEDURE:

- 5.1 In December/January, Coordinator III builds mailing list of eligible private schools to invite to participate in equitable services for the next school years funding under Title II, Part A by using the Private School Directory on www.cde.ca.gov.
- 5.2 A introduction letter, including the invitation to participate as an enclosure is sent certified mail to the administrator of each eligible private school located in the boundaries of SCUSD.
- 5.3 In February/March, hold an initial consultation meeting with participating private schools to being consultation process for Title II, Part A services.
- 5.4 Using the ConApp, Part II, the Coordinator III, in collaboration with the Director III of Buc. of ahata5(n)-1(tTc -0ei)6(c)-D. BusnEified ma.

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6.2 Private School Consultation Handbook- SCUSD

6.3 Title II, Part A Plan

6.4 Title II, Part A, Request for Professional Development

6.5 Travel Requisition

6.6 NPS Reimbursement Request

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
NPS	S&F files	5 years	Discard as desired	secure

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/30/09	A	Initial Release

***** End of work instruction *****