2021-22 Consultation and Collaboration Documentation Form

*Consolidated Application for ESSA-Funded Programs*

|  |  |  |  |
| --- | --- | --- | --- |
| **LEA Name:** |  | **BEDS Code:** |  |

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), contains several provisions requiring LEAs to consult and/or collaborate with various groups in the development of the LEA’s Consolidated Application and programs related to each Title.

The *required* constituency groups the LEA *must* consult and/or collaborate with pursuant to ESEA/ESSA are listed below. Methods of consultation may include face to face meetings, e-mail, fax, telephone calls, letters and/or video conferencing. ESEA/ESSA does not restrict consultation to the listed constituency groups; LEAs are encouraged to consult and/or collaborate with other groups as well.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title I Part A**  | **Title II Part A**  | **Title III Part A** | **Title IV Part A** | **Title V Part B** |
| * Parents of children in Title I school(s);
* Teachers from Title I school(s);
* Principals and/or Administrators;
* Other School Leaders;
* Paraprofessionals;
* Specialized Instructional Support Personnel; *and*
* Other School Personnel
 | * Parents;
* Teachers from Title I school(s);
* Principals and/or Administrators;
* Other School Leaders;
* Paraprofessionals;
* Specialized Instructional; Support Personnel;
* Community Partners (if appropriate); *and*
* Organizations with Demonstrated Expertise (if appropriate)
 | * + Parents;
	+ Teachers;
	+ Principals and/or Administrators;
	+ Researchers;
	+ Community Members (if appropriate);
	+ Public or Private Entities (if appropriate); *and*
	+ Institutions of Higher Education (if appropriate)
 | * + Parents;
	+ Students;
	+ Teachers;
	+ Principals and/or Administrators;
	+ Other School Leaders;
	+ Specialized Instructional Support Personnel;
	+ Community-Based Organizations;
	+ Local Government Representatives; *and*
	+ Tribal Organizations (if appropriate)
 | * + Parents;
	+ Teachers;
	+ Principals and/or Administrators; *and*
	+ Other School Staff
 |

In signing this form, representatives of required constituency groups are affirming that appropriate consultation has occurred. The signature does not indicate agreement. For individuals whose signatures are unobtainable, documentation of outreach must be maintained by the district (and made available upon request).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Individual’s Name(Print/Type)  | Title and Constituency Group (As noted above)  |  Signature (Required) | Title IPart A | Title IIPart A | Title IIIPart A | Title IVPart A | Title VPart B | Dates and Types of Consultation/Collaboration |
| **Example:** *Jane Bennet* | *Parent from Title I school* | example of signature | [x]  | [x]  | [x]  | [x]  | [x]  | *5/11/20 – in-person meeting* |
|       |       |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
|       |       |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |        |
|       |       |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
|       |       |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
|       |       |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
|       |       |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
|       |       |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
|       |       |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
|       |       |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |

In order to document that appropriate consultation/collaboration has occurred or was attempted with required constituency groups, this form must be maintained on file by the district. Supporting documentation (e.g., meeting agenda, minutes, and rosters) must be maintained on file in the district.

*Additional* forms should be completed as necessary.

**Note: Do *not* use this form for consultation/collaboration with *private school* representatives.** Private School consultation must be documented using the *Written Affirmation of LEA Consultation with Private School Officials* Form.