



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Title Talks 2022-23 Consolidated Application for ESSA-Funded Programs:

*Completing the Consultation & Collaboration
Form for All Titles*

**OFFICE OF ESSA-FUNDED PROGRAMS
KATHRYN AHERN & MOSHE GANS**

Title Talk: Consultation & Collaboration Form

Objectives

- To share the updated 2022-2023 Consultation and Collaboration Form.
- To provide technical assistance to LEAs in completing the 2022-2023 Consultation and Collaboration Form

CONSULTATION & COLLABORATION INSTRUCTIONS

- The *Every Student Succeeds Act* (ESSA) requires LEAs to consult and/or collaborate with various groups in the development of the LEA's application and program with respect to Title I Part A, Title I Part D, Title II Part A, Title III Part A, Title IV Part A, Title V Part B.
 - Use the "*2022-23 Consultation and Collaboration Documentation Form*" ONLY.
-

CONSULTATION & COLLABORATION FORM



2022-23 Consultation and Collaboration Documentation Form Consolidated Application for ESSA-Funded Programs

LEA Name:	BEDES 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 stakeholder 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 stakeholder groups; LEAs are encouraged to consult and/or collaborate with other groups as well. Please see next page for more information on each stakeholder group.

Title I Part A	Title II Part A	Title III Part A	Title IV Part A	Title V Part B
<ul style="list-style-type: none"> Parents of children in Title I school(s); Teachers from Title I school(s); Principals and/or Administrators; Other School Leaders; Administrators; Paraprofessionals; Specialized Instructional Support Personnel; <u>and</u> Other School Personnel 	<ul style="list-style-type: none"> Parents; Teachers; Principals and/or Administrators; Other School Leaders; Paraprofessionals; Specialized Instructional Support Personnel; Community Partners (if appropriate); <u>and</u> Organizations with Demonstrated Expertise (if appropriate) 	<ul style="list-style-type: none"> Parents; Teachers; Principals and/or Administrators; Researchers; Community Members (if appropriate); Public or Private Entities (if appropriate); <u>and</u> Institutions of Higher Education (if appropriate) 	<ul style="list-style-type: none"> Parents; Students; Teachers; Principals and/or Administrators; Other School Leaders; Specialized Instructional Support Personnel; Community-Based Organizations; Local Government Representatives; <u>and</u> Tribal Organizations (if appropriate) 	<ul style="list-style-type: none"> Parents; Teachers; Principals and/or Administrators; <u>and</u> Other School Staff

In signing this form, representatives of required stakeholder 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)	Role or Title	Stakeholder Group (from list above)	Signature (Required)	Title I Part A	Title II Part A	Title III Part A	Title IV Part A	Title V Part B	Dates and Types of Consultation/Collaboration
Example: Jane Bennet	Parent	Parent from Title I school		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/11/20 - in-person meeting
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

In order to document that appropriate consultation/collaboration has occurred or was attempted with required stakeholder 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.



Stakeholder Group Information

Stakeholder Group	Examples	IA	IIA	IIIA	IVA	VB
Parents	Parents or other individuals serving as guardians	X	X	X	X	X
Parents of children in Title I school(s)	Parents or other individuals serving as guardians of students in Title I schools	X				
Teachers	Teachers		X	X	X	X
Teachers from Title I school(s)	Teachers	X				
Students	Students					X
Principals and/or Administrators	Principals, directors of operation, assistant superintendents, etc.	X	X	X	X	X
Other School Leaders	The term "school leader" means a principal, assistant principal, or other individual who is— (A) an employee or officer of an elementary school or secondary school, local educational agency, or other entity operating an elementary school or secondary school; and (B) responsible for the daily instructional leadership and managerial operations in the elementary school or secondary school building. For example, assistant principals, deans, directors, academic or behavioral support coordinators, grade level leads, etc.	X	X		X	
Paraprofessionals	The term "paraprofessional" means an individual who is employed in a preschool, elementary school, or secondary school under the supervision of a certified or licensed teacher, including individuals employed in language instruction educational programs, special education, and migrant education. In NY, this generally refers to teaching assistants, who are trained and certified to assist with instruction. Teacher aides would be classified under "other school personnel".	X	X			
Specialized Instructional Support Personnel	School counselors, school social workers, school psychologists, school nurses, speech language pathologists, school librarians, or any specialized instructional support staff who provide services as part of a comprehensive program to meet student needs	X	X		X	
Other School Personnel	Aides, office clerks, or any additional school staff not mentioned in other categories	X				X
Community Partners	The YMCA, Boys and Girls Club, Big Brothers, Big Sisters, Buddies, Community Centers, Head Start, Habitat for Humanity, homeless shelters, the National Alliance for the Mentally Ill (NAMI), senior citizen groups, veterans' associations, police athletic leagues, CYO organizations		X			
Community Members	Local businesses, taxpayers, or other individuals located in the community			X		
Community-Based Organizations	The term "community-based organization" means a public or private nonprofit organization of demonstrated effectiveness that— (A) is representative of a community or significant segments of a community; and (B) provides educational or related services to individuals in the community. For example: Boys and Girls Clubs, Boy Scouts and Girl Scouts, YMCA, YWCA, after-school services, Cornell Cooperative Extension, parent-teacher associations/organizations, public libraries, food pantries/banks, Meals on Wheels, Habitat for Humanity, rescue missions, LGBTQ youth-serving organizations, Red Cross, Ronald McDonald House, Salvation Army, the United Way, 4-H, church groups, fire departments, the Grange, sport organizations such as Little League, CYO basketball, Pop Warner football, or business clubs such as Rotary, Lions etc.				X	
Organizations with Demonstrated Expertise	Institutions of higher education or nonprofit educational organizations (such as BOCES), museums, libraries, historical societies, rescue squads, or research centers with demonstrated expertise		X			
Researchers	Researchers involved with higher education or research institutions			X		
Public or Private Entities	Public or private entities related to ESE services or communities			X		
Institutions of Higher Education	Colleges, universities, technical schools			X		
Local government representatives	Local law enforcement agency, a school resource officer, local juvenile court staff, local child welfare agency staff, local public housing agency representatives, city council person, a public school board of education member, Village and/or Town council representatives, or village or town clerk				X	
Tribal Organizations	Native American Tribal Organizations, for example New York State tribes include members of the Iroquoian tribes (St. Regis Mohawk, Oneida, Onondaga, Cayuga, Seneca Nation, Tonawanda Band of Seneca, and Tuscarora), the Shinnecock tribe, and the Poospatuck tribe					X

CONSULTATION & COLLABORATION INSTRUCTIONS

➤ The required stakeholder groups are identified on the form. **ALL GROUPS MUST BE INCLUDED.**

✓ The required stakeholder groups for each Title grant are listed in the first page

✓ See page 2 for stakeholder group information details

Title I Part A	Title II Part A	Title III Part A	Title IV Part A	Title V Part B
<ul style="list-style-type: none"> • 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; <i>and</i> • Other School Personnel 	<ul style="list-style-type: none"> • Parents; • Teachers; • Principals and/or Administrators; • Other School Leaders; • Paraprofessionals; • Specialized Instructional Support Personnel; • Community Partners (if appropriate); <i>and</i> • Organizations with Demonstrated Expertise (if appropriate) 	<ul style="list-style-type: none"> • Parents; • Teachers; • Principals and/or Administrators; • Researchers; • Community Members (if appropriate); • Public or Private Entities (if appropriate); <i>and</i> • Institutions of Higher Education (if appropriate) 	<ul style="list-style-type: none"> • Parents; • Students; • Teachers; • Principals and/or Administrators; • Other School Leaders; • Specialized Instructional Support Personnel; • Community-Based Organizations; • Local Government Representatives; <i>and</i> • Tribal Organizations (if appropriate) 	<ul style="list-style-type: none"> • Parents; • Teachers; • Principals and/or Administrators; <i>and</i> • Other School Staff

Stakeholder Group Information

Stakeholder Group	Examples	IA	IIA	IIIA	IVA	VB
Parents	Parents or other individuals serving as guardians		X	X	X	X
Parents of children in Title I school(s)	Parents or other individuals serving as guardians of students in Title I schools	X				
Teachers	Teachers		X	X	X	X
Teachers from Title I school(s)	Teachers	X				
Students	Students				X	
Principals and/or Administrators	Principals, directors of operation, assistant superintendents, etc.	X	X	X	X	X

CONSULTATION & COLLABORATION INSTRUCTIONS

- Original signatures are required when meetings are held face to face, and documentation must be maintained on file such as:
 - ✓ Meeting agenda
 - ✓ Minutes
 - ✓ Attendee rosters

Signature (Required)	T F
	

EACH LEA MUST:

- Upload multiple 2022-23 Consultation and Collaboration Documentation Forms as needed to list all stakeholders involved.
 - Verify that all required stakeholder groups have been included for each program area.
 - Title IV requires students to participate. This includes middle and/or high school students only.
 - Districts should conduct the consultation and collaboration prior to submission of the 2022-23 Consolidated Application to ensure full collaboration.
-

2022-23 CONSULTATION & COLLABORATION DOCUMENTATION FORM REVIEW

- Column 1: Enter group representative's name
- Column 2: Enter representative's role or professional title
- Column 3: Enter related stakeholder group as listed in chart

Individual's Name (Print/Type)
<i>Example: Jane Bennet</i>

Role or Title
<i>Parent</i>

Stakeholder Group (from list above)
<i>Parent from Title I school</i>

2022-23 CONSULTATION & COLLABORATION DOCUMENTATION FORM REVIEW (CONTINUED)

- Column 4: Representative signs here
- Columns 5 – 9: Check ALL related Title grants
- Column 10: Enter date and type of consultation/collaboration (Zoom, telephone, face to face, etc.)

Signature (Required)


Title I Part A	Title II Part A	Title III Part A	Title IV Part A	Title V Part B
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Dates and Types of Consultation/ Collaboration
<i>5/11/20 – in-person meeting</i>

NOTES:

- Do ***not*** use this form for consultation and collaboration with Private School representatives.
- Private School consultation must be documented using the ***Written Affirmation of LEA Consultation with Private School Officials*** form.

<http://www.nysed.gov/essa/schools/consolidated-application>

- The **Written Affirmation of LEA Consultation with Private School Officials** can be found in the Documents Library, on the lower left side of the online application.
-

Thank you for your continued collaboration!

This and other documents needed to prepare 2022-23 Consolidated Application for ESSA-Funded Programs may be found on the Office of ESSA-Funded Programs Portal and on the website: <http://www.nysed.gov/essa/schools/consolidated-application>

If you have further questions, please contact CONAPPTA@nysed.gov

You may also call the Albany office at **(518) 473-0295**



New York State
EDUCATION DEPARTMENT
[Knowledge](#) > [Skill](#) > [Opportunity](#)