

FY24 Non-Public School Survey Instructions

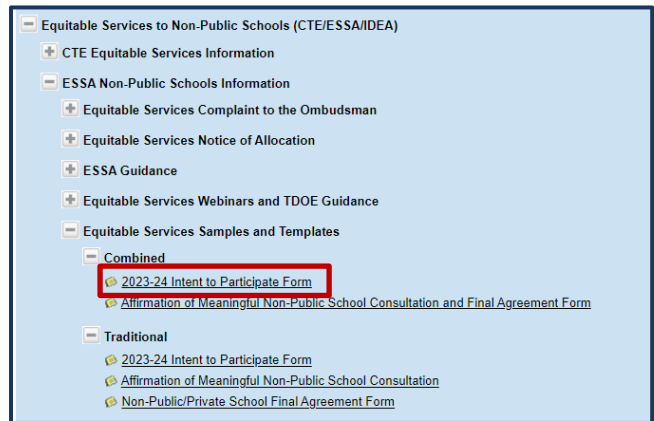
Overview

The FY24 Non-Public School Survey for non-public school participation in equitable services will open on Jan. 4, 2023, and is due **Feb. 17, 2023**. The survey will be entered directly in ePlan, will be used to inform allocations for non-public schools for Titles I, II, III, and IV, and IDEA, and will populate the FY24 Consolidated Funding Application (CFA) in spring 2022. **All local education agencies (LEAs) must submit a survey**, even if the LEA does not have or serve a non-public school. The survey allows an LEA to indicate if this is the case.

Intent to Participate

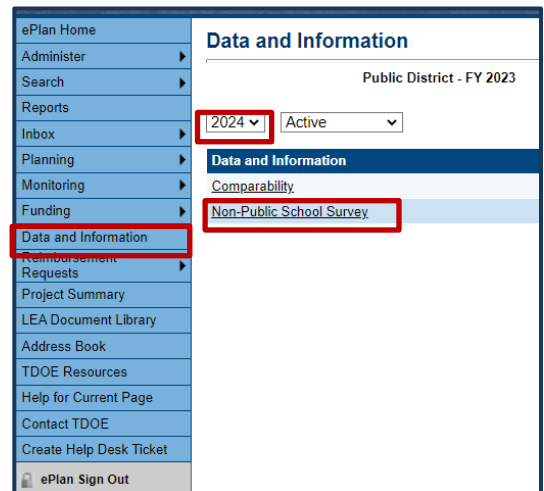
As a reminder, prior to the completion of this survey, LEAs should have sent the [Intent to Participate](#) forms to non-public schools regarding participation in eligible programs by Dec. 1, 2022. These forms must be sent to non-public schools located in the LEA and, for Title I, to non-public schools with enrolled students who live in the LEA's attendance areas. LEAs should also confirm that their non-public/private school list in the [School Directory](#) is accurate. Please report any directory updates to Private.Schools@tn.gov.

The [Intent to Participate](#) form is available in TDOE Resources in ePlan > Equitable Services to Non-Public Schools (CTE/ESSA/IDEA) > ESSA Non-Public Schools Information > Equitable Services Samples and Templates > Combined or Traditional. These forms are due to the LEA from non-public schools no later than **Jan. 15, 2023**, and should inform the completion of the Non-Public School Survey.



Survey Location and Completion

The Non-Public School Survey is located in ePlan under *Data and Information*. Please ensure you select **2024** as the year. The Non-Public School Survey will automatically import each of the LEA's non-public schools that were listed from the previous year's non-public survey. Once imported, the school list can be modified by the user in ePlan—this will be important for LEAs that share a non-public school with another LEA. If a non-public school needs to be added to the LEA's list of non-public schools, please contact Brinn.Obermiller@tn.gov.



When completing the survey, please ensure all selections match and are correct prior to submission. In particular:

- For all schools marked as participating in any of the grants, please make sure to enter the correct student data/numbers in the corresponding column (see 2b. below).
- If the school is participating in Title I or III, there should be a student count in the corresponding column(s). For non-participation, there should *not* be a student count in the corresponding column.
- LEAs that do not have or serve a non-public school must indicate this with the available checkbox and follow the steps to submit the survey.

Survey Completion Steps

1. Access the Survey and set the status to **Draft Started**.

Status:	Not Started
Change Status To:	Draft Started

2a. Complete the Survey – LEAs with No Non-Public Schools

LEAs with no non-public schools and with no eligible students attending participating non-public schools **must** complete a survey. To complete the survey, click on **Non-Public/Private**

<input type="checkbox"/>	Non-Public/Private Schools
	Non-Public/Private Schools

Schools and check the box at the top of the page that states, “The LEA certifies that no non-public schools are in the district, and no known low income students from their Title I attendance areas are enrolled in participating non-public schools.”

<input type="checkbox"/>	The LEA certifies that no non-public schools are in the district, and no known low income students from their Title I attendance areas are enrolled in participating non-public schools.
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Once this box is checked, navigate back to the Sections page. If desired, the Create Comment feature can be used to offer any additional explanation that might be helpful. Click **Draft Completed** at the top of the page to continue through submission.


<input type="checkbox"/>	History Log
	<u>History Log</u>
	Create Comment

Status:	Draft Started
Change Status To:	Draft Completed

2b. Complete the Survey – LEAs with Non-Public Schools

Using the dropdown that is populated from the School Directory, enter all non-public schools in the LEA, one per row. In addition, LEAs must add any non-public schools outside the LEA where the LEA provides services to known low-income students from their Title I attendance areas. Click Add Row at the bottom of the school list to add a school.

Note: Schools will not appear until the status of the survey has been changed to **Draft Started**.

Please select whether each school will participate and provide the student data only for those schools			
Non-public School Name and ID	Title I	Low Income Non-Public Students from the District Title I Attendance Areas	Academically At Risk Students that Participate in the Program
 <input type="text" value=""/>	Select... <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Add Row			
Total for each program		<input type="text" value="0"/>	<input type="text" value="0"/>

For each school that is entered, a **status** must be selected for each program under *Program Participation*. **Please be mindful of the status of each non-public school, as it is important when determining eligibility and participation in federal programs.** The dropdown key is located at the top of the page. The following selections are available:

Participation Type	Dropdown Code
This school has responded that they will participate in the program.	PART
This school has responded that they will NOT participate in the program.	NOT PART
This school has not replied to multiple documented requests from the LEA as to whether they will participate.	NO REPLY
This school is ineligible for the program because it is a for-profit organization.	PROFIT
This school is ineligible for the program because it is a Category I Special Purpose School.	CAT I-SP
The LEA does not have this discretionary grant.	NO GRANT
(For IDEA Preschool ONLY) – this school does not serve preschool students.	NIPK

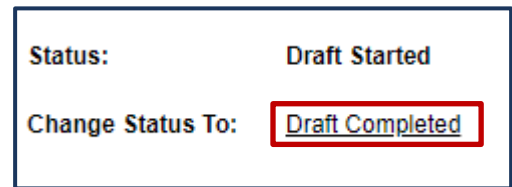
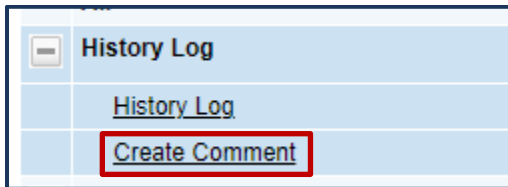
Please check for consistency throughout the survey. For example:

- Wherever PART is selected for a title program, the corresponding columns must be completed with a number of students (e.g., where PART is selected for Title I, a student count **must** be entered into the *Low Income* and the *Academically At Risk* columns.) See the table below for all requirements.

Where PART is selected in this program:	Enter a student count in this column:
Title I	<ul style="list-style-type: none"> • K-12 Low Income Non-public Students from the LEA Title I Attendance Areas • Academically At Risk Students Who Participate in the Program
Title I-C	K-12 Migratory Students Enrolled at the Non-public School
Title II-A	K-12 Non-public Total Enrollment
Title III-A	K-12 English Learners Enrolled at the Non-public School
Title IV-A	K-12 Non-public Total Enrollment
21st Century	Non-public Total Enrollment

- For schools that are marked for non-participation (**NOT PART, NO REPLY, PROFIT, NO GRANT, or NIPK**) in all grants, there should *not* be a student count in any of the columns.

Once all sections of the survey are completed, navigate back to the Sections page. If desired, the Create Comment feature can be used to offer any additional explanation that might be helpful. Click **Draft Completed** at the top of the page to continue through submission.



Contact

For questions related to the Non-Public School Survey, please contact Brinn.Obermiller@tn.gov.