**Tool #4: Checklist to Prepare for Consultation**

**Before All Consultation:**

\_\_\_\_\_ Review your notes from the last consultation meeting with the LEA and make sure they are available for your meeting in printed or electronic form.

\_\_\_\_\_ Review the latest budget provided for you by the LEA. Note any discrepancies.

\_\_\_\_\_ Check in with teachers, parents, and service providers of students that participate in title programs in your school to solicit any feedback or information that you might want to address during consultation.

\_\_\_\_\_ Connect with your colleagues who work with the same LEA (tool 10 is a list of Catholic schools by LEA). Discuss the state of federal title programs at your respective schools, and identify common areas for improvement/growth. If you are interested in pooling your resources, establish a consensus of how you would like to approach this with your LEA.

\_\_\_\_\_ Bring the law with you! Tools 8 and 9 include official language from the *Every Student Succeeds Act*. It is helpful to have this language with you when the LEA questions your interpretation of the law.

**Before Spring Consultation in Preparation for the coming academic year:**

\_\_\_\_\_ Complete all of the tasks outlined above.

\_\_\_\_\_ Make sure you complete the OSPI Intent to Participate form. This form typically opens in February and closes in April. If you do not complete this form, you will not be eligible to participate in federal Title programs. A best practice is to indicate your intent to participate in ALL federal programs. Once you’ve done so, you’ll be able to determine the programs in which you can/ will participate during consultation.

\_\_\_\_\_Prepare a list of all low income students who reside in the LEA attendance area which includes:

* Student’s current grade level
* Indication of sibling
* Street address, city, state, zip (do NOT include PO Boxes)
* Free or Reduced Lunch qualification status (if a child qualifies for free or reduced lunch, he is considered low income)

*\*\*Tools 13 and 14 are family income surveys in English and Spanish that can be used to determine low income status.*

\_\_\_\_\_ Prepare a count of all students who may qualify for Title III services based on the home language survey.

*\*\*Tools 23 and 24 are home language surveys in English and Spanish. Surveys are available in multiple languages at* [*http://www.k12.wa.us/MigrantBilingual/HomeLanguage.aspx*](http://www.k12.wa.us/MigrantBilingual/HomeLanguage.aspx)

\_\_\_\_\_ Identify students eligible to participate in the Title IA program. These students should be identified based on academic criteria agreed upon with the LEA (standardized test scores, teacher recommendations, report cards, etc.).

*\*\*Tool 15 includes teacher referral forms that you can use as one measure of student eligibility.*

\_\_\_\_\_ Conduct a professional development needs assessment and identify your school’s PD goals for the coming school year. Be prepared to articulate your PD needs to your LEA and explain how you would like to use Title IA funds to support those needs. You might also consider how Title IA and Title III PD funds can contribute to your PD plan.

*\*\*Tools 19 and 20 are Title IA PD Planning resources.*

\_\_\_\_\_ Consult with your colleagues who work with the same LEA to determine whether or not you would like to pool certain resources in the coming year to maximize the benefit to your respective school communities (ie Title III funds to provide GLAD training for all of your teachers). Be prepared to communicate your shared interest in pooling resources during consultation.

\_\_\_\_\_ Review academic schedules of children who will participate in Title IA and III in the coming school year so that you can determine the best time of day for them to receive services and communicate your preference to LEA representatives.

**Before Fall Consultation:**

\_\_\_\_\_ Complete all of the tasks outlined above under “Before All Consultation.”

\_\_\_\_\_ Prepare a list of newly enrolled students who are eligible to receive Title IA and III services.