**Tool #7: Checklist to Follow Up after Consultation**

\_\_\_\_\_ Type up notes from consultation meeting and send to LEA representatives. Be sure to include:

\_\_\_\_\_ Agreements made during consultation

\_\_\_\_\_ Any differences in opinion/ disagreements between Catholic school representative(s) and LEA representatives and an expectation of when a decision regarding the disagreement will be made and how Catholic school representatives will be notified by the LEA. *LEAs are required to provide Catholic schools with a written analysis when they disagree with a Catholic school’s request for provision of services through a 3rd party (8501(c)(2)). For the Title IA program, an LEA must provide a written analysis when they disagree with any of the views expressed by the Catholic school in regards to program design (1117(b)(1)(H)).*

\_\_\_\_\_ Action items for both parties, including information the LEA did not provide during the consultation that the Catholic school has requested

\_\_\_\_\_ Copy Kaitlyn O’Leary in your email to the LEA representatives if you wish. (Kaitlyn.oleary@seattlearch.org).

\_\_\_\_\_ Schedule the next consultation or know when the LEA will be reaching out to you to schedule the next consultation meeting.

\_\_\_\_\_ Save a copy of your notes to bring with you to the next scheduled consultation meeting.