




Equitable Services Training

TOP 10 IN 10 YEARS
putting Michigan on the map as a premier education state

Agenda

- 
- Roles and responsibilities of an equitable service ombudsman
 - Allowable services of Title I, Part A, Title II, Part A, & Title IV, Part A
 - Consultation process and resources
 - Resolving a concern
 - Overview of Nonpublic School Membership Report
 - Why it is important
 - How to file
 - Troubleshooting common problems



Equitable Service Ombudsman

- In accordance to the Every Student Succeeds Act (ESSA) of 2015, an **ombudsman** is to help ensure equity for private school children, teachers, and other educational personnel. Each state educational agency shall designate an ombudsman to monitor and enforce the requirements of this part pursuant of Section 1117(a)(3)(B).



Duties of an Ombudsman

- Monitor equitable services under Title 1, Part A, Title 1, part C, Title II, Part A, Title III, Part A, Title IV, Part A
- Enforce equitable services under Title 1, Part A, Title 1, part C, Title II, Part A, Title III, Part A, Title IV, Part A
- 2 • Monitor affirmation of consultation between districts and private schools by reviewing documentation to ensure a timely, meaningful, and mutually agreed upon plan.
- Resolve disagreements between public school districts and private schools as outlined in the complaint process.
- Collaborate with [Office of Field Services](#) and [Nonpublic School Unit](#).
- Provide information and/or training of equitable services.

Website

www.Michigan.gov/mde-esombudsman

1/2/2018 MDE - Equitable Services for Private Schools

MDE Home Top Topics Contact MDE MI.gov



MDE / STATE BOARD OF EDUCATION & SUPERINTENDENT / SUPERINTENDENT / EQUITABLE SERVICES FOR PRIVATE SCHOOLS

Equitable Services for Private Schools

Section 1117(a)(3)(B) of the Every Student Success Act (ESSA) of 2015 requires that each state educational agency designate an Equitable Services Ombudsman to monitor and enforce the requirements of this section.

Specifically, the Ombudsman helps ensure equitable services for private school children, teachers, and other educational personnel.

The Michigan Department of Education (MDE) is providing clear guidelines for public school districts and private schools to ensure that equitable-services resources are proportionately shared and implemented under the federal statute.

The MDE supports strong collaboration between parties that results in a positive impact on students and teachers.

Duties

The Ombudsman:

- Monitors equitable services under Title 1, Part A, Title 1, Part C, Title II, Part A, Title III, Part A, Title IV, Part A
- Enforces equitable services under Title 1, Part A, Title 1, part C, Title II, Part A, Title III, Part A, Title IV, Part A
- Monitors consultation between districts and private schools by reviewing documentation to ensure a timely, meaningful, and mutually agreed-upon plan
- Resolves disagreements between public school districts and private schools as outlined in the complaint process
- Collaborates with MDE's Office of Field Services
- Provides information and/or training of equitable services.

Contact:

Theresa Nugent, Ph.D.
Phone: 517-335-0774
Email: esombudsman@michigan.gov

Resources

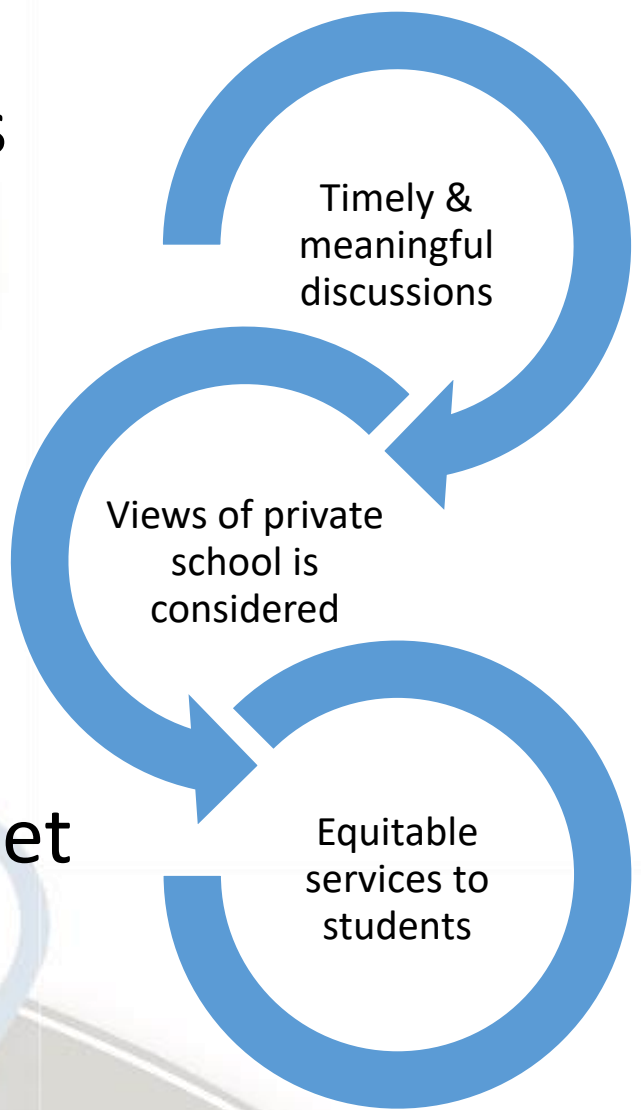
- Complaint Process for Private Schools
- Equitable Services Complaint to the Ombudsman 
- ESSA Equitable Services Guidelines 

http://www.michigan.gov/mde/0,4615,7-140-5373_6526_83402---,00.html

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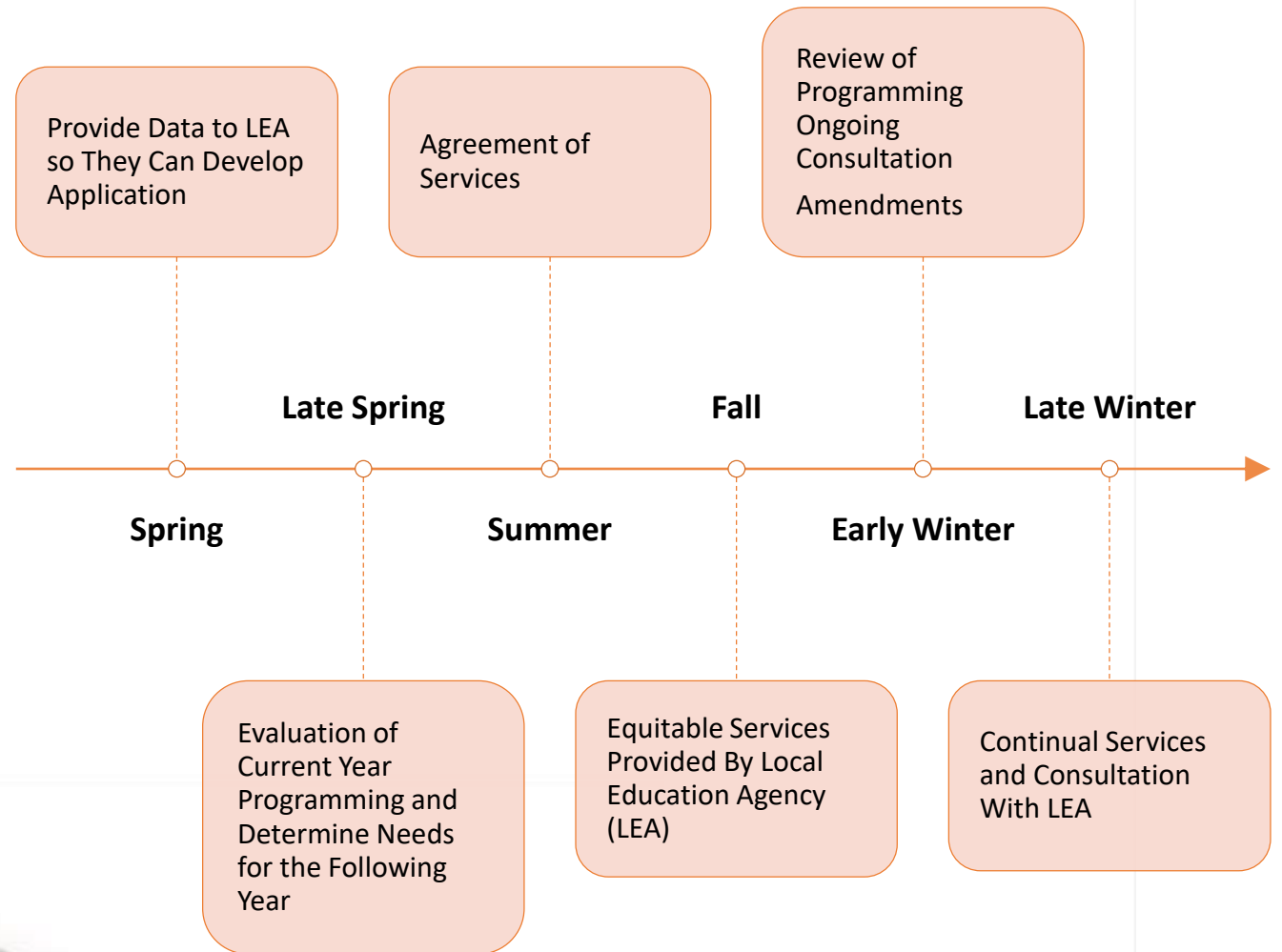


Ongoing process

Discussion before district files consolidated application

Review of the budget and calculations of available funds

Timeline





When do we discuss NEEDS

- The first time you meet for Meaningful Consultation you should be ready to provide numbers of Free and Reduced Lunch students and your total student population number
- The LEA should be able to give you an approximate allocation for Title I & II
- The LEA and the Private school should be ready to discuss services needed, who will provide the equitable services, when will it start and where they will be delivered
- This is an ongoing process between the LEA and YOU, changes and adjustments and final allocations will be discussed at amendment time Dec.15th – Jan.15th. Funds can increase so be prepared with more ideas for Equitable Services



Preparing for Consultation

- Comprehensive Needs Assessments
- School Improvement Plan
 - Specific plans regarding professional development
- Enrollment and free/reduced lunch counts
- Enrollment count to include -Migratory – English Language Learners -



Talking Points During Consultation Process

- How the student's needs will be identified
- What services are offered
- How and when the services will be provided
- How the services will be assessed and results used to improve services
- Who will provide the services?
- Amount of funds available to serve the private school students, teachers, educational personnel and, in some cases, parents
- Review the dispute resolution procedures with the private school

Documentation of Private School Consultation

The following topics must be discussed during meaningful consultation with the private school with the goal of reaching agreement on how to provide equitable and effective programs for eligible private school students, teachers, educational personnel and families based on a Comprehensive Needs Assessment (CNA).

Uniform Consultation Topics for Grant Sources

Title I, Part A: Date(s) Completed: _____ N/A: ☐

1. The source of data and method used to determine the number of students from low income families in participating attendance areas has been explained.

Initial LEA: Yes ☐ No ☐ Private: Yes ☐ No ☐
Amendment LEA: Yes ☐ No ☐ N/A ☐ Private: Yes ☐ No ☐

2. The amount of funds available for Title I services and how the private school amount is calculated has been explained.

Initial LEA: Yes ☐ No ☐ Private: Yes ☐ No ☐
Amendment LEA: Yes ☐ No ☐ N/A ☐ Private: Yes ☐ No ☐

3. The LEA and private school have identified the needs of eligible resident students.

Initial LEA: Yes ☐ No ☐ Private: Yes ☐ No ☐
Amendment LEA: Yes ☐ No ☐ N/A ☐ Private: Yes ☐ No ☐

4. The services the LEA will provide to the private school have been agreed upon.

Initial LEA: Yes ☐ No ☐ Private: Yes ☐ No ☐
Amendment LEA: Yes ☐ No ☐ N/A ☐ Private: Yes ☐ No ☐

5. When, where and by whom the services will be provided has been specified.

Initial LEA: Yes ☐ No ☐ Private: Yes ☐ No ☐
Amendment LEA: Yes ☐ No ☐ N/A ☐ Private: Yes ☐ No ☐

6. How the services will be assessed and how the results of the assessment will be used to improve those services have been discussed.

Initial LEA: Yes ☐ No ☐ Private: Yes ☐ No ☐
Amendment LEA: Yes ☐ No ☐ N/A ☐ Private: Yes ☐ No ☐

7. The size and scope of the services to be provided to the private school students and educational personnel have been determined.

Initial LEA: Yes ☐ No ☐ Private: Yes ☐ No ☐
Amendment LEA: Yes ☐ No ☐ N/A ☐ Private: Yes ☐ No ☐

8. The LEA and private school have made decisions about the delivery of services. These decisions include a thorough consideration of the views of the private school officials on providing contract services through potential third-party providers, by pooling funds, or by consolidating funds from other ESEA programs that are dedicated to providing equitable services to private school students.

Initial LEA: Yes ☐ No ☐ Private: Yes ☐ No ☐
Amendment LEA: Yes ☐ No ☐ N/A ☐ Private: Yes ☐ No ☐

Title II, Part A: Date(s) Completed: _____ N/A: ☐

9. The Professional Development needs of staff have been determined and PD activities for staff have been agreed upon, if applicable.

Initial LEA: Yes ☐ No ☐ Private: Yes ☐ No ☐
Amendment LEA: Yes ☐ No ☐ N/A ☐ Private: Yes ☐ No ☐

Title IV, Part A: Date(s) Completed: _____ N/A: ☐

10. The needs of the private school have been determined for these funds, if applicable.

Affirmations of Meaningful Consultation

11. Timely and meaningful consultation has occurred, and the LEA has considered the comments of the private school officials before decisions were made that affected the participation of eligible private school students, teachers, educational personnel and families.

Initial LEA: Yes ☐ No ☐ Private: Yes ☐ No ☐
Amendment LEA: Yes ☐ No ☐ N/A ☐ Private: Yes ☐ No ☐

12. The services to be provided to meet the needs of eligible private school students have been agreed upon.

Initial LEA: Yes ☐ No ☐ Private: Yes ☐ No ☐
Amendment LEA: Yes ☐ No ☐ N/A ☐ Private: Yes ☐ No ☐

If you have answered "No" to any of the above items, please identify the item number(s), the person responding, LEA or private school, and a brief explanation for your response(s).

If the LEA disagrees with the views of the private school officials with respect to any of the issues described above, the LEA will provide the private school officials with a written explanation as to the reason for the disagreement.

If the private school officials do not agree that the above conditions have been met, they are encouraged to provide a written statement to the LEA specifying the reasons for their disagreement.

This consultation document with any attachments shall be maintained by the LEA, and a copy shall be transmitted to the state Ombudsman who oversees and monitors equitable services for private school students.

Initials:

Public School Official Date Private School Official Date

School District Name Private School Name

Amendment:

Public School Official Date Private School Official Date

School District Name Private School Name

What are allowable services of Title I, Part A

- Instructional supplementary support for the lowest functioning students there must be a process for determining the list of students served
- The service must benefit the student not the institution
- Instruction during or after school must be provided by a Highly Qualified Teacher paid by the Local Educational Agency (LEA). Third party vendors are allowed and have flexibility with HQ
- Materials necessary to assist the student with increasing their achievement this would include computers, calculators, and other supplies. These materials are purchased and owned by the LEA
- Must have a process that shows data that the students have a NEED for specific services.

What are allowable services with Title II, Part A

- Title II purpose is to improve teacher quality
- Must again show a **NEED** for specific Professional development : What do you expect a specific conference to deliver that meets your staff's NEEDS
- Title II conference or professional development are paid by the LEA and never can a check be written to a private school this includes a Diocese or Archdiocese
- Conferences should be in state if there is no in state conference covering your schools NEED then out of state is permissible.
- All out of state conferences are must be pre approved by MDE and the costs must be **Reasonable and Necessary**

The background of the slide features a faint, stylized map of a road winding through a landscape. Three location pins are visible: a green pin with the number '2' on the left, an orange pin with the number '3' in the upper middle, and a blue pin with the number '4' at the top. The text is overlaid on this background.

What are allowable services with Title IV, Part A

- There are three categories Title IV funds can be used for :
 - 1. Well Rounded Education
 - 2. Safe Schools
 - 3. Technology (has a limit of 15% of funds dedicated to technology)
- Title IV is very flexible even for purchases for Private School use!
- Should be the same for 2018 – 2019 school year.



Miscellaneous Items: FYI

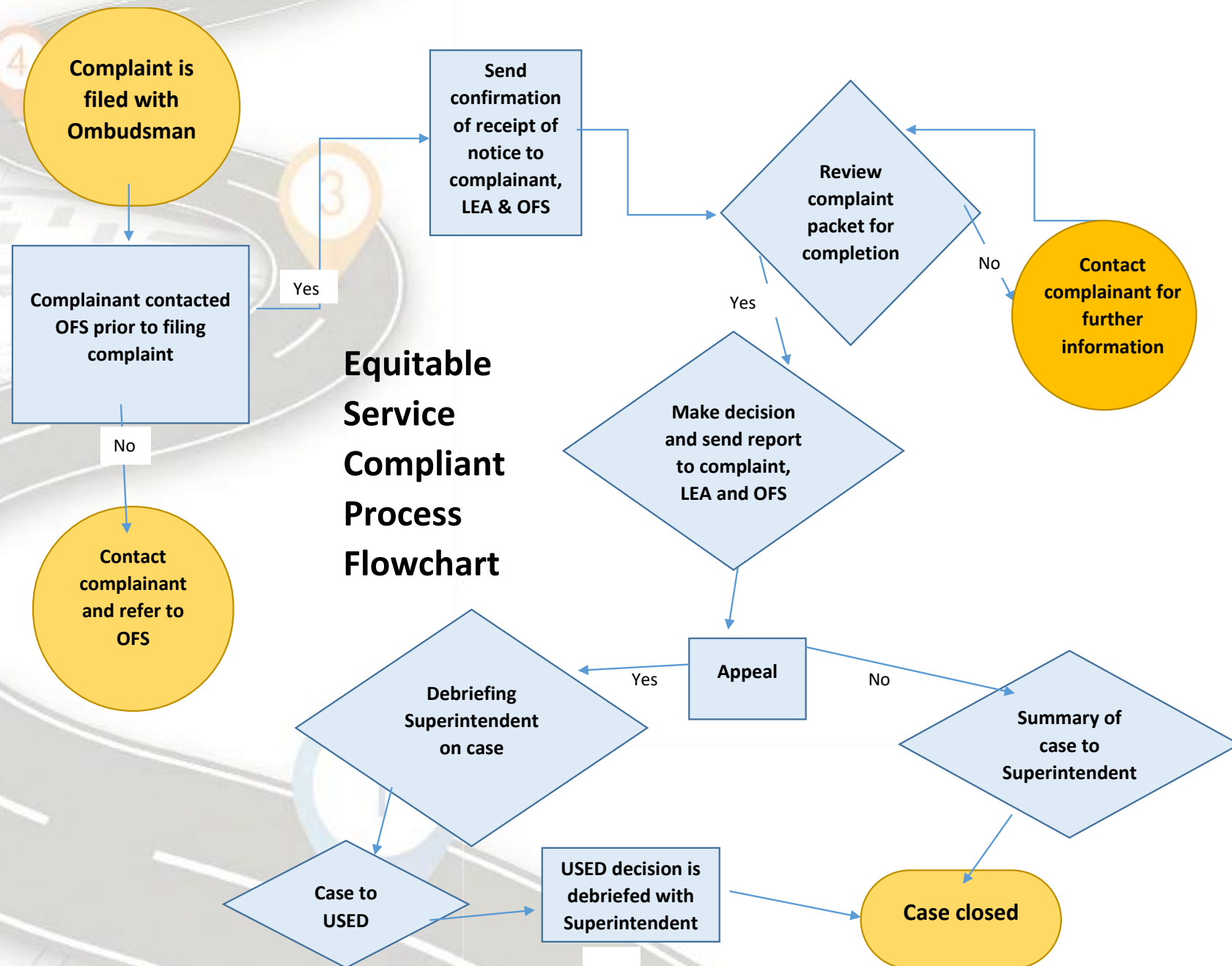
1. Carryover: LEA responsible to spend all dollars
2. Unused funds by the private school
3. Transferring funds by the LEA.
 - a. must be discussed first, before a decision is made
 - b. If all funds are transferred must redo Equitable Service calculation with the new total before any reservations.
 - c. LEA must give the PnP a written explanation if requested.



Process for Resolving Issues

- All attempts should be made with the LEA to resolve differences.
- Check with your Office of Field Services -Fred Williams
- File complaint if the following were violated:
 - Complete the consultation in a timely and meaningful manner
 - Consider the views of the private school
 - Provide equitable services.

Equitable Service Compliant Process Flowchart





Nonpublic School Reporting Requirements

- Nonpublic Schools complete two annual reports:
 - Nonpublic School Membership Report (NSMR) in MEGS+
 - Due October 1
 - MEGS+ sends report task to the identified Level 5 individual
 - NPMR is available in MEGS+ for authorized users to complete each Fall
 - Nonpublic School Personnel Report (NSPR) in CEPI
 - Due First business day in December
 - CEPI NSPR is available for authorized users to complete each Fall



Nonpublic School Membership Reporting

- The Nonpublic School Membership Report is provided annually to all nonpublic schools, including home schools.
- This form is the Michigan Department of Education's (MDE's) method of gathering information about the schools.
- [Completion of the form](#) is important because if the school meets the reporting requirement of the Nonpublic School Act, students are eligible to receive auxiliary services through their local public school district or intermediate school district.



EEM | Geographical Search

Secure

https://cepi.state.mi.us/eem/EntitySearchGeographic.aspx

Apps

EQ protocols

Office of Non-Public

MDE - Michigan Dep

Home - Michigan De

Pages - MDE Intran

EEM Home > Entity Geographic Search

EEM Home

Search...

Quick

Detailed

Historical

Geographical (Map)

Data Sets...

Reports...

Entity Geographical Search

Selected entities within 10 miles of 360 Division Avenue S Grand Rapids
Your search yielded 52 result(s).

Matched entities:

Entity Name	Entity Type	Code	Distance (miles)
Catholic Central High School	Nonpublic School	00559	0.04
Sacred Heart Academy	Nonpublic School	03325	1.54
St. Thomas the Apostle School	Nonpublic School	04036	1.67
Potters House School	Nonpublic School	03361	1.67
Living Stones Academy	Nonpublic School	00507	1.77
Montessori Society of Greater G.R.	Nonpublic School	04693	1.89
Grand Rapids Christian Elementary School	Nonpublic School	00494	1.96
St. Stephen School	Nonpublic School	04018	2.01
San Juan Diego Academy	Nonpublic School	00873	2.06
Plymouth Christian Elementary School	Nonpublic School	04714	2.53

Items per page: 10 < Page 1 of 6 > Excel Export

Input Address Details:

CGI Data Item	Value
School District:	Grand Rapids Public Schools (41010)

Disclaimer:
Information about a school district should be verified with the local municipal offices.



Window opens to
submit
Membership
Report Form on
August 13, 2018.

Nonpublic
School
Membership
Report

SM-4325 Rev. 9/2017
AUTHORITY: Act 302, PA 921
COMPLETION: REQUIRED.

MICHIGAN DEPARTMENT OF EDUCATION
Nonpublic/Home School Office
P.O. Box 3008, Lansing, MI 48909
FAX: 517-241-0496



Direct questions to:
517-373-1833 or
nonpublicschools@michigan.gov

2017-18 NONPUBLIC SCHOOL MEMBERSHIP REPORT

SUBMISSION INSTRUCTIONS:
NONPUBLIC SCHOOL: Deadline for submission is October 1, 2017
Nonpublic schools must complete this form online via MEGS+.
HOME SCHOOL: Families report by mailing, faxing, or emailing the form to the MDE contact information above.

1. TOTAL MEMBERSHIP BY GRADES AS OF OCTOBER 1, 2017

Of the students below, how many are certified as special education students?

Of the students in grades 1-12, how many are in attendance part-time?*

Legal Name of Nonpublic School or Name of Home School Parent
Address of School
City and Zip code
Email Address

GRADE:	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
STUDENT COUNT:**															0

*Part-time: These students carry less than a full-time number of credits. **For students in non-graded programs, consider their grade to be the number of years in school beyond Kindergarten.

2. TEACHER QUALIFICATIONS

Does your school claim an objection to teacher certification based upon a sincerely held religious belief?

YES ☐ NO ☐

(If you stated "yes," you are exempt from the teacher certification requirement based on the Michigan Supreme Court decision in *People v DeJonge* and do not need to complete the rest of Section 2 regarding teacher qualifications.) Institutional nonpublic schools must comply with the criminal history check requirements.

COMPLETE:

TOTAL NUMBER OF TEACHERS:

Total teachers with a Michigan Teaching Certificate:

Total teachers with a Michigan Teacher Permit:

Teachers **WITHOUT** Michigan Certificates or Permits:

Total with a Bachelor's Degree:

Total with less than a Bachelor's Degree:

CRIMINAL HISTORY CHECKS
Required for Nonpublic Schools Only
(Not home schools)

The nonpublic school complies with the criminal history check requirements and ensures that the school will not employ a person who has been convicted of any felony or of a "listed offense" misdemeanor. (MCL 380.1230-380.1230h, MCL 380.1535a and MCL 380.1539b)

☐ YES ☐ NO

3. COURSE OF STUDY Mark/circle the following areas where instruction is given:

GRADES K-12

- (a) ☐ English, reading
(b) ☐ Mathematics
(c) ☐ Social Studies
(d) ☐ Science

GRADES

10, 11, 12 ONLY

- (e) ☐ The Constitution of the United States
(f) ☐ The Constitution of the State of Michigan
(g) ☐ The history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan.

I certify the information on this form is true.


Date

Phone

Signature

Type or Print Name





Michigan Electronic Grant System Plus - MEGS+

Michigan Department of Education

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[Main Menu](#) > [Application Menu](#)

AAA - TEST Schools -

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)


Application: FY 2018 - Nonpublic School Membership Report | **Status:** Application In Progress | **Security Level:** Not Assigned

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

 **View / Edit**


Select the **View/Edit** button below to view, edit, and complete the application/task.

[VIEW / EDIT](#)

 **Change Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

 **View Management Tools**

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)



MEGS+ View
Edit Options



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Application: FY 2018 - Nonpublic School Membership Report | **Status:** Application In Progress | **Security Level:** Not Assigned

 [Details](#)

Please complete all required forms below.

Forms

Status	Page Name	Comments	Created By	Last Modified By
	Cover Page			
Program Information				
	Section 1: Total Membership By Grades as of September 2017			
	Section 2: Teacher Qualifications			
	Section 3: Course of Study			

MEGS+ Cover Page

[Main Menu](#) > [Application Menu](#) > [View/Edit](#) > Cover Page

AAA - TEST Schools -

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Application: FY 2018 - Nonpublic School Membership Report | **Status:** Application In Progress | **Security Level:** Not Assigned

COVER PAGE

Changes to this data can be made in Educational Entity Master (EEM) or by emailing changes to nonpublicschools@michigan.gov.

NONPUBLIC SCHOOL ADMINISTRATOR	Legal Name of Nonpublic School AAA - TEST Schools		District Code 33001	Building Code 00001
	Name of Authorized School Administrator		Telephone (517) 335-2415	
	Title of Authorized School Administrator		Fax	
	Mailing Address of School 2727 Alliance Drive Suite #1			
	City Lansing	Zip Code 48910	Email Address	

Changes to this data can be made on the Total Membership by Grades screen.

School Name:	
Physical Address:	
City:	

MEGS+ Enrollment Page

SECTION 1: TOTAL MEMBERSHIP BY GRADES AS OF SEPTEMBER 2017

Instructions

1. Enter the information requested.
2. Click **Save**.
3. When **All** sections are complete, click Global Errors and correct errors listed; then, click Change Status and submit.

1. Of the students reported, how many are certified as special education students?

2. Of the students in grades 1-12, how many are in attendance part-time? (Part-time: Those students carrying less than a full-time number of credits.)

3. Enter total membership by grade, as of September 2017. MEGS+ will calculate total membership when **Save** is clicked. For students in non-graded programs, consider their grade to be the number of years in school beyond kindergarten.

Grade	Student Count
Pre-K	<input type="text"/>
K	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>

MEGS+ Teacher Qualification Page

SECTION 2: TEACHER QUALIFICATIONS

Instructions

1. Enter the information requested.
2. Click **Save**.
3. When **All** sections are complete, click Global Errors and correct errors listed; then, click Change Status and submit.

* 1. Criminal History Checks The nonpublic school complies with the criminal history check requirements and ensures that the school will not employ a person who has been convicted of any felony or of a "listed offense" misdemeanor. (MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b) ☐ Yes ☐ No

* 2. Does your school claim an objection to teacher certification based upon a sincerely held religious belief? ☐ Yes ☐ No
If you stated "Yes", you are exempt from the teacher certification requirement based on the Michigan Supreme Court decision in [People v DeJonge](#) and **you do not need to complete the rest of Section 2** regarding teacher qualifications.

3. Total Number of Teachers

Submit the type of certificate or highest level of education the teachers possess. Do not count a teacher twice in your figures breakdown.

Number of Teachers With a Michigan Teaching Certificate

Number of Teachers With a Michigan Teaching Permit


Teachers **WITHOUT** Michigan Certificates or Permits:

Number with Bachelor's Degree

Number with less than a Bachelor's Degree

4. If there are teachers with less than a Bachelor's Degree, do **ANY** of these teachers teach core classes (Math, Reading, English, Science, or Social Studies)? ☐ Yes ☐ No ☐ No teachers with less than a Bachelor's Degree

If Yes, you do not meet reporting requirements. Educators teaching grades 1 - 12 core/essential classes must hold at least a Bachelor's Degree.

A dark gray circle with a white border. Inside the circle, the text "MEGS+ Course of Study Page" is written in white, centered.

MEGS+ Course of Study Page

SECTION 3: COURSE OF STUDY

Instructions

1. Enter the information requested.
2. Click **Save**.
3. When **All** sections are complete, click Global Errors and correct errors listed; then, click Change Status and submit.

Mark the following areas in which instruction is given:

ALL LEVELS (All four subjects must be checked to meet reporting requirements.)


- ☐ English, Reading
- ☐ Mathematics
- ☐ Social Studies
- ☐ Science

Grades 10, 11, and 12 (If students are in grades 10, 11, or 12, all seven subjects must be checked to meet reporting requirements.)

- ☐ The Constitution of the United States
- ☐ The Constitution of the State of Michigan
- ☐ The history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan.

When application is completed and saved, click "Change Status", to submit the application.





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AAA - TEST Schools -




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Application: FY 2018 - Nonpublic School Membership Report | **Status:** Application In Progress | **Security Level:** Not Assigned

 [Details](#)

Please complete all required forms below.

Forms

Status	Page Name	Comments	Created By	Last Modified By
	Cover Page			
Program Information				
	Section 1: Total Membership By Grades as of September 2017			
	Section 2: Teacher Qualifications			
	Section 3: Course of Study			

MEGS+
Change
Status to
Submit

[Home](#) | [Quick Search](#)Welcome, [MEGS TestUser](#) | [Logout](#)

[GLOBAL ERRORS](#) | [SHOW HELP](#)

[Main Menu](#) > [Application Menu](#) > [Change The Status](#)

AAA - TEST Schools -

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Application: FY 2018 - Nonpublic School Membership Report | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5 Authorized Official

Select a button below to execute the appropriate status push.

Possible Statuses

[➔ Submit Application](#)

[➔ Cancel Application](#)

What Happens Next?.....

- The MEGS+ system will generate an immediate email to the attention of the Level 5 authorized user that indicates receipt of application by Michigan Department of Education (MDE)
- The MEGS+ system generates an immediate email to the attention of Wendy Allison and Kevin Walters, indicating that the Nonpublic School entity has submitted the application
- The MEGS+ system immediately marks the Nonpublic School entity application as “Application Submitted” in the system
- The application will “disappear” from your view in MEGS+. Do not be alarmed. That is a great sign that the application was submitted correctly

Resources

- [Nonpublic](#) and Home School – Michigan Department of Education
- [Office of Field Services](#) – Michigan Department of Education
- [Ombudsman](#) Site – Michigan Department of Education
- Office of Non-Public [Education](#)(ONPE) – United States Department of Education (USED)
- [Frequently](#) Asked Questions Related to Nonpublic Schools – ONPE
- Every Student Succeeds Act ([ESSA](#)) - USED
- Title I, [Part A](#) – USED
- Title II, [Part A](#) – USED
- Title III, [Part A](#) – USED
- Title IV, [Part A](#) – USED
- EEM [Map](#)
- MDE Membership Report Form – [Registered Schools](#)



Thank you!

Please feel free to contact us.

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