New York State
EDUCATION DEPARTMENT
Knowledge › Skill › Opportunity

Consolidated Application Update
SY 2015-16

Module 2

Consultation/Collaboration Form

Module 2; Consultation/Collaboration Documentation Form.
No Child Left Behind / Elementary and Secondary Education Act (ESEA)
"The Law"

SEC. 1112 LOCAL EDUCATIONAL AGENCY PLANS

(a) PLANS REQUIRED-

(2) CONSOLIDATED APPLICATION- The plan may be submitted as part of a consolidated application under section 9305.

(d) PLAN DEVELOPMENT AND DURATION-

(1) CONSULTATION- Each local educational agency plan shall be developed in consultation with teachers, principals, administrators (including administrators of programs described in other parts of this title), and other appropriate school personnel, and with parents of children in schools served under this part.

Page 17; CONSULTATION/COLLABORATION DOCUMENTATION FORM 2015-2016 (Must be Completed by <u>All</u> LEAs)

Module2_ConsultCollab.doc [Read-Only] [Compatibility Mode] - Microsoft Word

CONSULTATION/COLLABORATION DOCUMENTATION FORM 2015-2016 (Must be Completed by All LEAs)

LEA Name:	SUBMIT THIS FORM TO SED
BEDS Code:	Copy and use additional pages as necessary

The Elementary and Secondary Education Act (ESEA) contains several provisions requiring LEAs to consult and/or collaborate with various groups in the development of the LEA's application/program with respect to each Title. For the specific requirements related to each Title listed below, refer to the State Education Department's ESEA website at:

http://www.p12.nysed.gov/accountability/consolidatedappupdate/guidance/home.html - (Consultation/Collaboration Requirements)

The required constituency groups the LEA must consult and/or collaborate with pursuant to ESEA are summarized at the bottom of this page. ESEA, however, is not restrictive in this regard, and LEAs are encouraged to consult and/or collaborate with other groups as well. LEAs **MUST** include representatives of collective bargaining units and recognized parent groups in the consultation/collaboration for applicable Title programs. Methods of consultation include face to face meetings, e-mail, fax, telephone calls, letters and video conferencing.

Note: Do not use this form for Private School consultation/collaboration. Private School consultation must be documented on the Private School Participation Form (pages 42-46). Private School Consultation/Collaboration is not required by Charter School LEAs.

This form must be submitted by each LEA applying for funds under ESEA in order to document that appropriate consultation/collaboration has occurred or was attempted with required constituency groups as follows:

1. Representatives of required constituency groups who sign the form under their name in column 1 are effectively affirming that appropriate consultation has occurred. (The signature does not indicate agreement.) Supporting documentation (e.g., meeting agendas, minutes and rosters) must be maintained by the LEA, and information must be entered in columns 1–5 (check (X) in columns 3-5).
2. For representatives of required constituency groups who have consulted with the LEA but whose signatures are unobtainable, information must be entered in columns 1–6 (check (X) in columns 3-5); supporting documentation (e.g., meeting agendas, minutes and rosters) must be maintained by the LEA and a summary of such documentation must be submitted to SED with the Consolidated Application.
3. For representatives of required constituency groups with whom the LEA attempted to consult/collaborate, but refused or were unavailable to do so, such information must be entered in columns 1–7 (check (X) in columns 3-5), and a check (X) must be entered in column 7 to indicate that the consultation did not occur. **Appropriate documentation/explanation must be submitted to SED with the Consolidated Application.**

1	2 (Print or Type)	3	4	5	6 (Required if no signature)	7
Individual's Name (Print/Type) AND Signature	Individual's Title and Constituency Group Represented	Title I, Part A	Title II, Part A	Title III, Part A	Dates/Types of Consultation/Collaboration	Attempted Consultation

Before proceeding, check to ensure that the following constituent groups are included, if applicable:

Title I A	Title II A	Title III A*
Teachers	Teachers	Teachers
Other School Staff	Other School Staff	Principals and/or Administrators

Page 17; Instructions for Completing Consultation/Collaboration Documentation Form

- **LEA Name:** Enter the full district name.
- **BEDS Code:** Enter the district 12 number BEDS Code. If needed, you can obtain your district's BEDS code by going to the following NYSED website: **http://www.nysed.gov/admin/admindex.html**
- Do ***not*** use this form for Private School consultation/collaboration. The **"Private School Participation Form"** is where documentation of consultation/collaboration with appropriate private school officials is documented.

Page 17; Instructions for Completing Consultation/Collaboration Documentation Form (cont'd.)

"Column Boxes 1-7"

- **Column 1:** Print the name of the person signing that they were part of the consultation/collaboration process.
- **Column 2:** Print the official title (ex. Principal, Parent, Teacher) of the person who signed, ***and***, indicate the Constituency Group they represent. Constituent groups are listed below columns 1-7, by program area.
- **Column 3-5:** Indicate by an "X" or a "√" the program area (I-A, II-A, III-A) that the person who signed, was consulted on.
- **Column 6:** Enter the date(s) that consultation took place.
- **Column 7:** Enter an "X" in column 7 ***only*** if consultation was attempted, but **did not occur.**

Page 17; Instructions for Completing Consultation/Collaboration Documentation Form (cont'd.)

Title III, Part A :

- Include a copy of the Consultation/Collaboration Form with Title III section of the Consolidated Application.
- Consortium Lead Applicants are to also include a copy of the Consultation/Collaboration Form with Title III section of the application.

NOTE: Important things to remember about the consultation process.

- A signature and a date does not prove consultation actually occurred. The various constituents are to be an integral part of the consultation process. Their input is to be seriously considered. They are to be an important part of the Consolidated Application's ***development.***
- ***Presenting a completed application for comment is not considered consultation.***
- Program areas and services should be discussed as well as budgets and how program funds will be used to provide services to students who are failing or are in academic risk.
- For future monitoring purposes the district should provide additional documentation of the process through the use of attendance lists, agendas, requests for participation and meeting minutes.

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Questions?

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