# C:\Users\jfk34725\Downloads\VDOE-Interim-Blue.pngVirginia Department of Education

**Equitable Services Timeline for Coordinators**

**October 2023 - March 2024**

Inform private schools of services and send out Intent to Participate forms

**March – April 2024**

Engage in meaningful consultation

**July 1, 2024**

Submit Intent to Participate and Affirmation of Consultation documentation to VDOE via SharePoint

**September 2024**

Finalize enrollment data; complete application amendments and proportionate share calculations; finalize Agreement of Services Plans

**December 1, 2024**

Submit Agreement of Service plans to state via SharePoint

**Samples of all the required forms can be downloaded for the** [**Equitable Services website.**](https://www.doe.virginia.gov/programs-services/federal-programs/essa/title-viii)

**Sample 2024-25 Intent to Participate Form**:

This form should be sent by the school division to all non-public schools physically located within the school division attendance area (An optional form is available for Title I attendance zone outside of the division).

* + Completed and returned by April 1, 2024 - even if private schools do not wish to participate**.**

**Sample 2024-25 Affirmation of Consultation Form:**

This form should be completed by all participating non-public schools to certify that:

* timely and meaningful consultation occurred before the LEA made any decision that affected the participation of eligible private school students.
* timely and meaningful consultation **did not** occur before the LEA made any decision that affected the participation of eligible private school students.

**Sample 2024-25 Agreement of Services Form:**

This form should be completed by all participating non-public schools to certify that:

* timely and meaningful consultation occurred for the program design and is equitable with respect to eligible private school children.
* timely and meaningful consultation **did not** occur and/or the program design is not equitable with respect to eligible private school children.