



Date: April 23, 2025
To: Local Educational Agency Leads
Route To: District Federal ESSA Grant Administrators, School Business Administrators
From: Ambrose Duckett, III, Assistant Commissioner
Division of Field Services and Support

School District Consultations with Nonpublic Schools Regarding ESSA Titled Programs

This memo serves as a reminder to public school districts of the requirement of the *Elementary and Secondary Education Act of 1965*, as amended by the *Every Student Succeeds Act* (ESSA), that they provide consultation for equitable services for nonpublic school students, their teachers, and other educational personnel.

Consultation must begin before the implementation of services. The New Jersey Department of Education (NJDOE) advises school districts to begin the ESSA consultation process as soon as possible to ensure that all third-party contracts and agreements are executed no later than June 30, 2025, so that services can begin on July 1, 2025.

Consultation establishes positive and productive working relationships and is essential to effective planning. Consultation should continue throughout the implementation of equitable services to ensure that the services meet the needs of eligible students, their teachers, and other educational personnel.

ESSA Nonpublic School Consultation Tools and Guidance

[ESSA Nonpublic School Consultation Tools and Guidance](#) are available to support school districts and nonpublic schools in the consultation process, including the following:

Consultation Toolkit

- Local Education Agency (LEA) Requesting Consultation with Nonpublic School (sample letter)
- ESEA Nonpublic Affirmation of Consultation
- ESEA Nonpublic School Participation Refusal Affirmation
- Use of ESEA Funds to Meet Identified Nonpublic Student Needs, A Planning Template for Nonpublic Schools

Title I-Specific Consultation Tools

- Locating Nonpublic School Students Eligible to Participate in Title I
- Nonpublic School Request for Consultation with a School District (sample letter)
- Title I Nonpublic School Service Agreement
- Nonpublic School Low Income Family Survey

Note: Section 1117(a)(4)(D) allows an LEA to collect this data annually or biennially.

Guidance

- Purposes and Uses of Funds for ESEA Titled Programs
- Consultation for ESEA Nonpublic Equitable Services

If there are any questions, please email ombudsman.nonpublic@doe.nj.gov.

- c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group
Nonpublic School Advisory Council
Nonpublic School Administrators