

How Does a District Locate Title I Eligible Nonpublic Students?

Title I school districts should follow the steps below to locate resident nonpublic school students who may be eligible for Title I services.

1. Consult with the school district's transportation coordinator to obtain the number and location of most nonpublic students who are being transported by the school district.
2. Review the school district's Private School Transportation Summary Report to identify nonpublic schools and attending students in the following categories:
 - Are transported by the district to and from the nonpublic school as mandated by the state;
 - Receive aid in lieu of transportation; and
 - Receive transportation not mandated by the state (courtesy busing).
3. Identify any students who were offered district-provided transportation, but refused this transportation. (These students are ineligible for reimbursement [aid in lieu] and will not appear on the Private School Transportation Summary, although they must be counted for Title I purposes.)
4. Contact area nonpublic schools, both within the district and a short distance outside of the district, to identify resident students who may be attending the nonpublic school and would not appear on a transportation list.
5. Once the residency requirement is confirmed, the public school district must initiate a consultation meeting with the nonpublic school to service the eligible nonpublic students. A nonpublic school administrator who believes they have Title I eligible students has the right to request consultation from that student's resident public school district.

Once all children attending nonpublic schools are located, the school district must contact the nonpublic schools to identify which resident nonpublic school students qualify as low-income. If any qualify as low-income, the nonpublic school students may generate Title I funds if the district's school attendance area where a student resides receives a Title I allocation. **Note:** While income-eligible nonpublic school students generate Title I funding for equitable services, the funds must be used to address the needs of all the resident low performing nonpublic school students, regardless of whether they are income-eligible.

The district should send its consultation notifications to nonpublic schools via certified mail and retain the records.

Note: If complete low-income data are unavailable, a district may calculate "comparable poverty data." Using the public school low-income percentage and the nonpublic student counts, the district can extrapolate the number of nonpublic students who are low-income.

If the district follows all steps in locating and counting nonpublic students as described above, both public and nonpublic counts may be used for eligibility ranking in Step 2 of this Eligibility process. Otherwise, only public counts may be used.