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District Contact Info

When a provisioned user first accesses the ES4PS Application, the user will be prompted to enter District Contact Info. While many districts have multiple staff members supporting equitable services, the ES4PS will ask for one point of contact. Districts will need to coordinate the dissemination of forms and submission to the state. If a district has more than one point of contact in a private school, one private school contact will need to be selected.

Contact information can be updated in the ‘Admin’ section.

Annual District Program Selection

For each year, districts will indicate the funding they receive and in which private schools can participate. Once selected this can be updated until Form A is sent to the private schools.
Homepage

On the ES4PS homepage district users can see a summary of the status of 1) invitations, 2) Form A and 3) Form B. In addition, due dates for the various forms are located at the bottom of the homepage.
## Invitations Summary

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Invitations Sent:</td>
<td>0</td>
</tr>
<tr>
<td>Invitations Opened:</td>
<td>0</td>
</tr>
<tr>
<td>Invitations Accepted:</td>
<td>0</td>
</tr>
<tr>
<td>Percentage Invitations Accepted:</td>
<td>0%</td>
</tr>
</tbody>
</table>

## Form A Summary

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Form A Sent:</td>
<td>12</td>
</tr>
<tr>
<td>Form A School Signed Off:</td>
<td>12</td>
</tr>
<tr>
<td>Form A School &amp; District Signed Off:</td>
<td>12</td>
</tr>
<tr>
<td>Percentage School &amp; District Signed Off:</td>
<td>100%</td>
</tr>
</tbody>
</table>

## Form B Summary

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Form B Sent:</td>
<td>0</td>
</tr>
<tr>
<td>Form B School Signed Off:</td>
<td>0</td>
</tr>
<tr>
<td>Form B School &amp; District Signed Off:</td>
<td>0</td>
</tr>
<tr>
<td>Percentage School &amp; District Signed Off:</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Form A</th>
<th>Form B</th>
<th>Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>Will be Due in Jan. 2019</td>
<td>Will be Due in Dec. 2020</td>
<td>Will be due with Form A in Jan. 2019</td>
</tr>
</tbody>
</table>
School List

Adding and/or Removing Schools from School List

The ‘School List’ Tab shows all the non-profit private schools in district as a default. This is determined using the information found in the My GaDOE Portal>Data Collections>Private School Application. If a district needs to add any school or delete any school, that can be done here.

- Click on ‘Add New School Association’.

- **Add a School**: Select the school(s) the district needs to add and click on the symbol. Then click on ‘Add/Delete School Association’.

- **Delete a School**: Select the school(s) the district needs to remove and click on the symbol. Then click on ‘Add/Delete School Association’.

![Image of School List page](image-url)
If a school association is required, but is currently not available on the list, please contact ombudsman@doe.k12.ga.us with school information.

The District can verify that the school has been added and the School List page.

Updating School Information

- Click on the ‘Edit’ button to update school info, school contact info & other required information. This will only update the contact information in the ES4PS Application.
Invitation Manager

Sending Invitations to Private Schools

Use the ‘Invitation Manager’ Tab to send consultation invitations to private school(s).

Manage Invitation Templates

To create, delete and/or edit pre-defined templates, click on ‘Manage Invitation Template’

This can also be done by accessing the ‘Admin’ Tab and selecting ‘Template Maintenance’. This displays all pre-defined templates.
Create New Invitation Template

Districts may create a new invitation template under the ‘Invitation Manager’ or ‘Admin’/’Template Maintenance’ section of ES4PS

Create a New Invitation Template from ‘Admin’ Tab and ‘Template Maintenance’:

- Click on ‘Add Invitation Template’.
- Enter required text and click ‘Save’.
Create a New Invitation Template from ‘Invitation Manager’:

- Select all the private schools for which invitation will be sent.
- Click on ‘Create Invitation’.

Edit Existing Invitation Template

- To edit an existing invitation template navigate to the ‘Admin’ Tab, select ‘Template Maintenance’
- Click on ‘Edit’ button.
- Make required edits and click on ‘Update’ at the bottom of the screen.
Delete Existing Invitation Template

- To edit an existing invitation template navigate to the ‘Admin’ Tab, select ‘Template Maintenance’
- Click on ‘Delete’ button to delete existing invitation template.
**Preview Invitation Before Sending**

- Click on ‘Preview Invitation’ to verify all required content is present prior to distribution.

- Click on ‘Send Invitation’ to confirm and send invitation to all selected recipients.
**View History of Consultation Invitations**

**Invitation history**

<table>
<thead>
<tr>
<th>District Name</th>
<th>School Name</th>
<th>Invitation Sent Date</th>
<th>Invitation Sent By</th>
<th>Invitation Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Results Found!

**Private School Access to Invitation**

Private school officials will receive an email from the district addressed from [ombudsman@doe.k12.ga.us](mailto:ombudsman@doe.k12.ga.us) granting access to the Invitation through a temporary ‘token’ or ‘link’.
ESSA Equitable Services Invitation to Consultation Meeting - Dodge County

School Name: Harvester Christian Academy
District Name: Dodge County

Private School Administrators,

Under the Every Student Succeeds Act of 2015, school districts are required to reach out to all eligible private schools regarding the provision of equitable services. For Title I, Part A LEAs must invite private schools (located within or outside of the district and the state) with students residing within the local district's geographical boundaries. For Title VIII (Title I, Part C, Title II, Part A, Title III, Part A, Title IV, Part A, and Title IV, Part B), the private school must be located in the district's geographical boundaries. For Title IV, Part B, non-LEAs may reach outside the geographical boundaries depending on the service area listed in the contract.

As you respond to this invitation online, please do not hesitate to reach out to the District to answer questions, provide any program specific information or update any information.

Please click the link below to provide a response to the District. This link will expire in two weeks.

Click Here
**Form A Manager**

Form A serves to collect required information from private schools who wish to participate in equitable services in the next year. It records confirmation of location, programs with which the private school intends to participate, enrollment information, the initial date of consultation, comments from the private schools and LEAs, and a place for both the private school and LEA to sign-off.

**Create Form A**

- Click ‘Form A Manager’. This will display a list of all the schools to which the district has sent consultation invitations.
- Click on ‘Create Form A’ for each private school that has expressed an interest in participating in equitable services.
Answer all the questions in the ‘District Information’ section and save the form.

Preview Form A

Once Form A is created for a private school and saved, the landing page will display options ‘View Form A’, ‘Send form A’ & ‘View History’.

Click on ‘View Form A’ to preview prior to sending.
Send Form A to Private School

- Click on ‘Send form A’ to send a copy Form A to a private school. This must be completed for each school.
Private School Access to Form A

Private school officials will receive an email from the district addressed from ombudsman@doe.k12.ga.us granting access to Form A through a temporary ‘token’ or ‘link’. Using this link the private school will be able to view the information entered by the public school for program participation, geographic location, program enrollment, and date of consultation, etc. The private school must enter in required information. ‘Save’ and ‘Sign Off’.

---

**ESSA Equitable Services Form A Invitation - Appling County**

To: Carly Ambler

School Name: Paideia School (The)
District Name: Appling County

Private School Administrators,

In alignment with the requirements for the provision of equitable services under the Every Student Succeeds Act, 2015, this email is being sent to confirm your school’s participation and enrollment information. If your school is interested in participating in equitable services, please use the link to access the form and indicate the programs in which you would like to participate, such as Title I, Part A, Title I, Part C, Title II, Part A, Title III, Part A, Title IV, Part A, and/or Title IV, Part B.

Please click the link below to provide a Form A response to the District. This link will expire in two weeks.

[Click Here]

---

**Equitable Services 4 Private Schools (ES4PS)**

Private School Name: Paideia School (The)
Private School Address: 1509 Ponce de Leon Ave., Atlanta, GA, 30307
Private School Official: Evans, Dorothy
District Name: Appling County
LEA Official: Cortes, Norm

Does the private school intend to participate in equitable services?*
- [ ] Yes
- [x] No

Is the private school within the geographic boundary of the county?*
- [ ] Yes
- [x] No

Please select the ESSA program(s) administered by the LEA for which the private school intends to consult for equitable services.*
- [ ] Title I A
- [ ] Title I C

Verified Private School Poverty Count K-12: 5
Is this count correct? [ ] Yes [x] No

Verified Migrant Count K-12: 2
Is this count correct? [ ] Yes [x] No
Revision Requests to Form A

Before submitting Form A to the state, private schools and districts must agree to the information in Form A. Once a private school sign off's on Form A the ‘Request Revisions’ button becomes visible. Sometimes forms may need to be revised due to accidental data selection or entry or due to misunderstanding. Communication about the revision request will either be in the comments section or sent through district email to the private school point of contact. In some instances, the district may call the private school about necessary revisions. When revisions are required, the district or private school must

- Select ‘View Form A’
- Edit the data
- Select ‘Save’ and ‘Sign-Off’
Private School Access to Form A Revision Request

Private school officials will receive an email from the district addressed from ombudsman@doe.k12.ga.us granting access to Form A through a temporary ‘token’ or ‘link’. Using this link the private school will be able to view the information entered by the public school for program
participation, geographic location, program enrollment, and date of consultation, etc. The private school must enter in required information. ‘Save’ and ‘Sign Off’.

**ESSA Equitable Services Form A Request for Revisions - Appling County**

School Name: Paideia School (The)  
District Name: Appling County

Private School Administrators,

In alignment with the requirements for the provision of equitable services under the Every Student Succeeds Act, 2015, this email is being sent to confirm your school’s participation and enrollment information. Upon review of previously submitted information, it was determined that a revision may be required. Details for this revision request will be communicated by the District identified in this email. Please use the link included in this email to access the form and review the information previously submitted for any required updates.

Remarks: 

Please click the link below to revise the original Form A response to the District. This link will expire in two weeks. 
[Click Here](link)

**District Sign Off on Form A**

Click on ‘View form A’, review all the answers and then click on ‘Sign off’.
Submit Form A for all Participating Private Schools to Georgia Department of Education

Once both school & district signs off, the status on the grid will be updated as completed. District can only submit to state once all the forms have completed. Once, district submits all the forms, they would not be able to make any changes or resend forms. If district wishes to do so, they should request state to reopen submission.

(Note: Only one user in district will be allowed to submit forms to the state. The district will determine who that user will be and will provide appropriate permissions to do so in profile manager.)
Form A History
Form status can be checked using the history option.

<table>
<thead>
<tr>
<th>District Name</th>
<th>School Name</th>
<th>Form A Sent Date</th>
<th>Form A Sent By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savannah-Chatham County</td>
<td>Advance Academy</td>
<td>05/02/2012 9:24PM</td>
<td>AMELIER, CARLY</td>
</tr>
<tr>
<td>Savannah-Chatham County</td>
<td>Advance Academy</td>
<td>05/02/2012 8:15PM</td>
<td>AMELIER, CARLY</td>
</tr>
<tr>
<td>Savannah-Chatham County</td>
<td>Advance Academy</td>
<td>05/02/2012 6:05PM</td>
<td>AMELIER, CARLY</td>
</tr>
<tr>
<td>Savannah-Chatham County</td>
<td>Advance Academy</td>
<td>05/02/2012 0:03PM</td>
<td>AMELIER, CARLY</td>
</tr>
</tbody>
</table>
Form B Manager

Form B Manager is completed at the end of the equitable services period and captures the private school’s verification that services and ongoing consultation were received and were timely, meaningful and equitable.

Create Form B

Click on Form B Manager. This will display a list of all the schools that signed off on Form A’s for the selected school year. The District can create Form B’s for the schools that participated in equitable services by clicking on ‘create form’.

District must answer all the question in the ‘District Information’ section and then save the form. If a private school participated in more than one program, then there will be a tab for each program in which the private school participated. While completing the questionnaire, LEAs should enter in information for one program tab at a time, saving each before moving to next tab to complete the questionnaire for another program.
Create Form B


Private School Name: Appling Christian Academy
Private School Address: 1479 Hatch Parkway, S.
Private School Official:
District Name: Appling County
LEA Official: Cortes, Norm

Private schools did participate in Federal Programs: Yes No

Titio IA Title II A Title III A Title IV C Title IV A Title IV B

Part 1: Timely and Meaningful Consultation Affirmation

Date Consultation Occurred 

How many total students within the state did the LEA program serve?

Timely and meaningful consultation occurred regarding the needs and services of eligible children and their teachers and families: Yes No

Comments

The local education agency gave due consideration to the views of the private school official: Yes No
Once Form B is saved, the District will see ‘View Form B’ and ‘Send Form B’ buttons.
Send Form B

Click on ‘Send Form B’ to send Form B to private schools who participated in equitable services.

The following are screenshots of the email message that is communicated to the private schools and a view of Form B from their end.

ESSA Equitable Services Form B Invitation - Appling County

School Name: Vidalia Heritage Academy
District Name: Appling County

Private School Administrators,

In alignment with the requirements for the provision of equitable services under the Every Student Succeeds Act, 2015, this email is being sent to confirm that your school participated in timely and meaningful consultation and received an equitable provision of services.

Please click the link below to provide a Form B response to the District. This link will expire in two weeks.

Click Here
## Equitable Services 4 Private Schools (ES4PS)

**FY 2017 Private School Initial Consultation and Notification of Intent for FY 2018 Provision of Services.**

- **Private School Name:** Vidalia Heritage Academy
- **Private School Address:** Carly, Ambler
- **Private School Official:** Carly, Ambler
- **District Name:** Appling County
- **LEA Official:** Cortes, Norm

### Private schools did participate in Federal Programs

<table>
<thead>
<tr>
<th>Title I A</th>
<th>Title II A</th>
<th>Title III A</th>
<th>Title I C</th>
<th>Title IV A</th>
<th>Title IV B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Private School Information

#### Part 1: Timely and Meaningful Consultation Affirmation

- **How many of your students within the state did the LEA program serve?**
  - Yes
  - No
  - Comments

- **Timely and meaningful consultation occurred regarding the needs and services of eligible children and their teachers and families?**
  - Yes
  - No
  - Comments

- **The local education agency gave due consideration to the views of the private school official?**
  - Yes
  - No
  - Comments

- **The program description/programmatic goals presented to the local education agency and private school is equitable?**
  - Yes
  - No
  - Comments
Request Revision to Form B

It may be necessary to review the form. If so, use the ‘Request Revision’ button, confirm intent and include an explanation. Explanation is required for revision requests.
Sign Off on Form B

Click on 'View form B’, review all the answers and then click on ‘Sign Off’.
Submit All Form Bs to State

Once every private school has signed off and the District has reviewed each Form B and also signed off, the status on the grid will be updated as completed. The District can only submit completed Form B’s to State once all the forms have been completed. Once the District submits all the forms, it will not be possible to make any changes or resend forms. If a District wishes to make updates or revisions, the District will need to notify the State Ombudsman ombudsman@doe.k12.ga.us to reopen submission by requesting revisions.

(Note: Only one user in district will be allowed to submit forms to the state. The district will determine who that user will be and will provide appropriate permissions to do so in profile manager.)