From the landing page SELECT THE YEAR with which you are working. Remember, in one school year an LEA will be

- closing out the **previous year** of equitable services,
- providing **current year** equitable services
- inviting private schools to participate in the **upcoming year**

PREVIOUS YEAR

**ES4PS FORM B**  
(Some LEAs)

In October, following the September 30 close of ESSA grants, LEAs must send Form B to participating private schools to ensure the services provided in the previous year were equitable.

CURRENT YEAR

**OFFLINE**  
(Some LEAs)

From July 1 to September 30 LEAs will provide equitable services to private schools participating in the current year. Any documents that support implementation should be kept locally by the LEA for monitoring.

UPCOMING YEAR

**ES4PS INVITATION**  
(All LEAs)

In early fall – usually by the end of October, LEAs should invite private schools to an initial consultation meeting to discuss participation in equitable services in the upcoming year.

UPCOMING YEAR

**ES4PS FORM A**  
(All LEAs)

Once a private school has committed to participate in equitable services in the upcoming year, planning starts. Form A captures enrollment information or ‘No participation’ and is due prior to June 30.

**EXAMPLE**

In 2019-2020 LEA Federal Programs Directors will administer prior and upcoming years in ES4PS and the current year offline.

In October 2019, toggle to **2020-2021** to send invitations for the upcoming year.

By December 2019, toggle to **2018-2019** to send Form B for the previous year.

Prior to June 2020, toggle to **2020-2021** to send Form A for the upcoming year.

Ongoing – implement 2019-2020 equitable services offline and maintain documents.