



Equitable Services Submission FAQ's Created 06.12.19

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"Educating Georgia's Future"

Does every school district need to indicate whether they have private schools participating in equitable services using Form A for 2019-2020 Participation?

Every county and city school district in Georgia must indicate in ES4PS or MyGaDOE ConApp attachments whether they have private schools participating in equitable services in FY20. This does **not** apply to state commissioned charter schools operating as LEAs, State Schools, DJJ, or DOC. Form A or the ES4PS administrative assertion of participation is due June 30, 2019.

- Option 1 - ES4PS
 - Option 1.a No participating schools: Login into SLDS, select ES4PS, select 2019-2020, select admin, select settings, indicate 'no' and save. Please notify ombudsman@doe.k12.ga.us once this selection is complete. There is not currently an automatic notification.
This is the recommended method for districts with no participating private schools.
 - Option 1.b No participating schools: Login into SLDS, select ES4PS, select 2019-2020, select Form A, create Form A for each school with which the district consulted, select 'no', save and submit to the state. Please notify ombudsman@doe.k12.ga.us once this selection is complete. There is not currently an automatic notification.
 - Option 1.c Participating schools: Login into SLDS, select ES4PS, select 2019-2020, select Form A, create Form A for each school with which the district consulted, complete each Form A to either complete or transmit to the private school, save and submit to the state
 - The link is only active for two weeks. After two weeks the district must resend Form A to the private school. It is recommended that the district reach out to the private school to notify them that an electronic form is coming and to be sure to check their junk mail. The notification will come from ombudsman@doe.k12.ga.us. It may be helpful to add the email address to their 'trusted senders' list.

- Option 2 – Form A Document
 - Complete the Form A Document found on the [Ombudsman webpage](#) of the GaDOE website and submit the form through the MyGaDOE Portal, ConApp, FY20 Attachments Tab. Please notify ombudsman@doe.k12.ga.us once this submission is complete.
 - If you have already submitted an older version of Form A for 2019-2020 Participation, please take the time to complete the enrollment section of the new form and submit the form through the MyGaDOE Portal, ConApp, FY20 Attachments Tab. Please notify ombudsman@doe.k12.ga.us once this submission is complete.

Which districts have to submit Form B for 2017-2018 Participation?

Districts who indicated private school participation in 2017-2018. If a private school later decided not to participate, this should be noted and submitted to the state.

- Option 1 - ES4PS
 - Login into SLDS, select ES4PS, select 2017-2018, select Form B, create Form B for each school with which the district originally indicated participation, complete each Form B to either complete or transmit to the private school, save and submit to the state
 - The link is only active for two weeks. After two weeks the district must resend Form B to the private school. It is recommended the district reach out to the school to notify them that an electronic form is coming and to be sure to check their junk mail. The notification will come from ombudsman@doe.k12.ga.us. It may be helpful to add it to their 'trusted senders' list.
- Option 2 – Form B
 - Complete the second half of Form B on the form on file and submit the form through the MyGaDOE Portal, ConApp, FY18 Attachments Tab. Please notify ombudsman@doe.k12.ga.us once this submission is complete.

Why is the district name listed next to the private school in ES4PS not my district?

The name reflects the geographic location of the private school. We have plans to update this in the near future.

When I login to SLDS I don't see ES4PS – why?

You will need to be provisioned for ES4PS in SLDS by your district security officer. There are two roles: District Admin and District User. District Admin will allow the user to submit forms to the state. District user will allow access to completing the forms, but not submission of the forms to the state.

When I send Form A to the private schools, we get questions about the enrollment numbers used for Title II and Title IV included on the form. What do I do? Can I use the enrollment count from the private's schools DE1111?

Enrollment numbers for most Title II and Title IV should be provided based on the official October FTE Date. For example, 2019-2020 Equitable Services enrollment counts will use enrollment from 10.02.18. This will minimize the likelihood that students will be counted more than once, better leverage per pupil allocations. By Georgia law, DE1111 forms should be submitted in the first 30 days of schools, making this source unreliable for determining enrollment on the same day as FTE count. Work within the district and across programs to ensure a common message is communicated across federal programs about the expectations for determining enrollment counts.

When will I be able to send invitations for 2020-2021 equitable services?

All districts MUST use ES4PS for this process. We expect this to be available in July. We will communicate guidance once this is ready.

I need step by step guided instructions for working with ES4PS, what can I do?

Please reference the newly updated User Manual on the [Ombudsman webpage](#) of the GaDOE website. It includes text and screenshots that should help guide you through the process.

I have questions about the process, who can I contact?

Please send inquiries about this process to ombudsman@doe.k12.ga.us.