

# GMAP Declaration of Participation Report Instructions

## Background

The Declaration of Participation Report must be completed by your district in accordance with Every Student Succeeds Act and the Individuals with Disabilities Education Act. This report is used to identify the number of students enrolled in area private non-profit and home schools. Federal programs participating in the Declaration of Participation are Title II, Part A-Supporting Effective Instruction; Title III - English Learners (EL) and Immigrant; Title IV, Part A-Student Support and Academic Enrichment Grants; and IDEA-B - Individuals with Disabilities Education Act.

According to federal law, only private schools having an official non-profit status are eligible to receive services under Title II, Part A; Title III - EL, Title IV, Part A, and IDEA-B. Beginning with school year 2001-2002 and beyond, any private school wishing to participate in such programs must have filed Articles of Incorporation with the office of the Kentucky Secretary of State as a non-profit corporation under KRS 273 or have received a letter from the Internal Revenue Service (IRS) granting them 501(c)(3) status as a non-profit corporation (home schools, by their nature, are considered non-profit).

This report is used to identify the number of students enrolled in area private non-profit and home schools. Federal programs participating in the Declaration of Participation are Title II-A Supporting Effective Instruction, Title III - Language Instruction for English Learners (EL), Title IV-A Student Support and Academic Enrichment Grants and IDEA-B - Individuals with Disabilities Education Act.

Please note: The Title III EL data collection is used to identify the number of English Learner students and the number of Immigrant students enrolled in area private non-profit and home schools.

## General Instructions for Identifying Private and Home School Membership

1. Reference the FY2024 Declaration of Participation Notification for detailed instructions and guidance. In addition, the data entered must be from the Declaration of Participation Forms collected from the private and home schools within the district geographic boundaries. The forms can be sent to the private schools via email if contact email addresses are available. If the district chooses to use this method of distribution, a *Read Receipt* must be indicated on the email message and the receipt should be retained as evidence that the email was delivered and opened.
2. List each Private Non-Profit & Home School's **total** membership for the end of the 2nd month of the 2022-2023 school year. Do not include 3 & 4 year olds.
3. List all Private Non-Profit and Home Schools physically located in the public district's geographic boundaries. Do not list private or home schools located outside of the school district's geographic boundaries in which the district is required to contact for Title I services for students residing in the district.

## Data Entry Instructions

### I. District Board of Education page

1. Confirm that the Board of Education is in compliance with the Civil Rights Act of 1964. (required)
2. Select the programs that the district will participate in for the upcoming year.

## II. Participation Data page

The 2024 report has a newly designed page to capture data. There is a single form with paging links (First, Previous 1,2,3 . . . Next, Last) at the top to move through the list. As schools are edited or added, the page will automatically sort the school names alphabetically.

A. On the Participation Data page, the system will automatically populate the list of schools alphabetically from last year's Declaration of Participation report when the report is moved to *Started* status.

Use the paging links ((First, Previous 1,2,3 . . . Next, Last)) at the top of the list to move from page to page for a long list.

B. Edit the existing list (if needed) as follows:

1. Name home schools using the parent or guardian's LAST name first and first name last. Example: Smith, Adam and Barbara Edited school name will be listed in alphabetical order with the new name.
2. Use ONE ROW for each private or home school and list the total membership. Example, if two children in the same home are being home-schooled, list the home ONCE and the membership as 2.

C. Add or delete schools on the list.

1. Add new schools by clicking Add New School. New schools will automatically be added in alphabetical order.
2. Use the trash can icon to delete any schools no longer in existence or out of the district boundaries for 2024.

D. Enter Data.

1. Enter participation data using the information provided by the private non-profit and home schools on the signed *Declaration of Participation Form* retained at the district.
2. Select the school type from the drop-down list (PNP- Catholic, PNP Non-Catholic, Home School).
3. Enter TOTAL membership for each home school or private school. Enter schools' **total** membership including all students grades K-12 enrolled in the school, regardless of participation in the federal programs.
4. Identify the number of students participating in each of the programs (IDEA Basic, Title II, Title III EL, Title III Immigrant and Title IV) for the 2024 school year.