

Declaration of Participation Frequently Asked Questions

How do districts handle data entry if a home school does not respond to the notification? If there is a home school in the district and they do not respond to the notification, the membership count for homeschools can be obtained by working with the district Director of Pupil Personnel to review the current *Letters of Intent to Home School*. All other fields in the *Declaration of Participation* can be entered as 0. If there is not a letter of intent for the home school, KDE advises not to include the school in the district's Declaration of Participation.

We know there is a private school in our district, however, the school refuses to complete the Declaration of Participation forms. What is the process for completing the application in GMAP for the school? If the district is aware of a private school existence in the district boundaries, the district should enter the school's name, school type and membership. The membership should include the number of students the district has confirmation of enrollment. All other fields can have an entry of 0.

Is it appropriate to enter data and total counts for an archdiocese or does each school within the diocese need to be listed separately? A district can choose to enter the archdiocese as one entity with total counts or list them separately. This is a local district decision.

Who in the district is responsible for knowing home school students within the district's boundaries? The district Director of Pupil Personnel is the person responsible for the collection of home school *Letters of Intent* and tracking where each school age student in the district is receiving educational services.

Is the Declaration of Participation form that is located on the website completed by private and homeschools the only form that needs to be sent that covers the intent to participate in services under the federal education programs? Yes, this form covers enrollment for private and homeschools along with their desired participation in the federal programs outlined in the form.

Is the data needed on the Declaration of Participation taken from the intent to homeschool letters we received at the beginning of this school year? The letters of intent would be used to know which households to send the Declaration of Participation Form to. Once the form is received back from the homeschool, the district should use that information to complete the *Declaration of Participation* in GMAP.