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October 1, 2024

### **Declaration of Participation Notification**

It is time for the *Declaration of Participation* report to be completed by your district in accordance with the Every Student Succeeds Act (ESSA) and IDEA-B. This report is used to identify the number of students enrolled in private non-profit and home schools within each district's boundaries. Federal programs participating in the Declaration of Participation are Title II, Part –A: Supporting Effective Instruction; Title III - Language Instruction for English Learners (EL); Title IV, Part A: Student Support and Academic Enrichment Grants; and IDEA-B - Individuals with Disabilities Education Act.

The data collected from the *Declaration of Participation Forms* completed by \ private and home schools located within the district's geographic boundaries must be entered into the *Declaration of Participation Report* within the Grant Management, Application, and Planning (GMAP) system via Funding | Application | Application Supplements | FY2026. To access the report, the appropriate staff must have the role of Declaration of Participation Report Submitter. Contact the district's GMAP User Access Administrator to add the role. A list of the district GMAP User Access Administrators is in GMAP under KDE Resources.

**The FY2025 Declaration of Participation is due to be completed in GMAP by December 15, 2024.**

The 2026 application will populate the private and home schools that were entered for the district in FY2025. Districts should review and make updates as needed.

**All** private non-profit schools and **all** home schools that are physically located within the district's geographic boundaries should be reported, not just those eligible or choosing to participate in federal programs. Follow guidelines below for review/entry of each school within the report:

- List each school one time.
- The name of the school should be listed not each student enrolled in the school.
- Home schools identified by parent must be named using parent last name then first name.
- Do not include private or home schools outside of the district geographic boundaries that are required to be contacted for Title I services.

The *Total School Membership* entry must be the school's **total enrollment** in grades K-12 (do not include preschool age children) on the last day of the second month of the 2024-2025 school year, regardless of participation in the above-mentioned federal programs. This number directly impacts the per pupil dollar amount allocated to the public school district for Title III, English Learner and Immigrant and IDEA-B; therefore, it is critical that this data be accurate. Persons responsible for entering the membership of home school students' data should collaborate with the district's Director of Pupil Personnel to compare data to the *Letters of Intent to Home School* that must be kept on file for all home school students residing in the district.

Entry of program participation data for each school should be based on the Declaration of Participation

form collected from the school. If the school selected the indicator of WILL Participate, the total number entered on the form should be entered for each program the school chooses to participate in 2025 FY. Eligible programs are listed below:

- **Title III: Language Instruction for English Learners and Immigrant Student** – this section collects a count of English Learner students in the school and the count of Immigrant students in the school. Reference the [EL Immigrant Definitions](#) document for the federal definition for each of these programs.
- **Title II, Part A: Supporting Effective Instruction** – if school chooses to participate in Title II, the membership indicated on the form should be entered into the application.
- **Title IV, Part A Student Support and Academic Enrichment Grant** - if school chooses to participate in Title IV, the membership indicated on the form should be entered into the application.
- **IDEA-B: Individuals with Disabilities Education Act** – this section collects the count of students with disabilities in the school.

Compliance section of the Declaration of Participation Form collected from the private and home schools will ensure the school has been granted an official non-profit status. According to federal law, only private schools having an official non-profit status are eligible to receive services under Title II-A, Title III-EL/Immigrant, Title IV-A and IDEA-B. Private schools 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.). A signed assurance statement, verifying an official non-profit status, must be filed with the respective local education agency (LEA) for each private school or home school wishing to participate in these federal programs. KDE's *Declaration of Participation Form* located on the website includes this certification collection. Of the three compliance statements, a school official must have checked "no" for the first two and "yes" for the third to participate in any of the programs. Just checking the program in which the school wishes to participate does not make the school eligible to participate.

Documentation of correspondence to the private and home schools within the district boundaries offering the opportunity to participate and the signed individual *Declaration of Participation Forms* must be retained in the district office. These forms do not need to be submitted to the Kentucky Department of Education.

The [Title VIII Subpart F Equitable Services Guidance](#) is available to assist districts and other entities in fulfilling their obligations under ESSA to provide equitable services to eligible private school students, teachers, and other educational personnel, and under some programs, to parents. This guidance does not impose any requirements beyond those in the law. The district is encouraged to print this document and share it with all Federal Program coordinators and the Private School contacts.

KDE Program Contacts:

- Title II-A – [Dana Kelly](#), 502-564-1479 ext. 4502
- Title III, English Learner/Immigrant - [Kaiman Triplett](#), 502-564-4970 ext. 4089
- Title IV-A - [Lee Bowling](#), 502-564-4772 ext. 4035
- IDEA-B – [Karla Miller](#), 502-564-4970 ext. 4155
- GMAP Technical Assistance - [Thelma Hawkins](#), 502-564-1979 ext. 4361

All forms are available on KDE's Declaration of Participation [website](#).