# GMAP Declaration of Participation Report Instructions and Guidance

## Background

The Declaration of Participation Report must be completed by your district in accordance with the Every Student Succeeds Act and the Individuals with Disabilities Education Act. 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 - English Learners (EL) and Immigrant; Title IV, Part 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 both 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 <u>Declaration of Participation Notification</u> 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's 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 **all** Private Non-Profit and Home Schools physically located in the public district's geographic boundaries regardless of if the school's intent to participate in title programs.
- 3. Do **not** include 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**

Within GMAP, navigate to Search | Application Supplement



Select Fiscal Year: 2026

Select **Application Supplement**: Declaration of Participation

## I. District Board of Education page

- Select indicator confirming the District Board of Education is in compliance with the Civil Rights Act of 1964. (required)
- 2. Select indicator for each federal program that the district will participate in for the upcoming school year.
  - a. Title II Part A: Supporting Effective Instruction
  - b. IDEA-B: Students with Disabilities

- c. Title III English Learners
- d. Title IV Student Support and Academic Enrichment
- e. Title III Immigrant

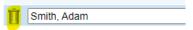
* The District Board of Education is in compliance with the Civil Rights Act of 1964.
The District Board of Education will participate in the following programs for the school year:
☐ Title II Part A: Teacher Quality
□ IDEA-B: Students with Disabilities
☐ Title III English Learners
☐ Title IV

## II. Participation Data page

☐ Title III Immigrant

Schools listed in last year's declaration will **pre-populate** in the list on this page. As schools are updated, added, or closed, the page will automatically sort the school names alphabetically.

- 1. Review the list populated from last year, **update** name as needed.
- 2. **Delete** any schools in the list that have closed click the *Trashcan* icon next to the school.



3. Add new schools that are not in the pre-populated list – click the Add New School button



NOTE: Do not add a new school before reviewing the list to ensure the school does not already exist in the list.

#### **School Name:**

**Home School**: Use parent or guardian(s) LAST name and then FIRST name. Example Smith, Adam or Smith, Adam and Brenda.



**Private School**: Use the official full name of the private school.



NOTE: Create one row for each private or home school in the district. User Proper Case for the school names.

#### **PNP or Home School**

Select the appropriate school type:

- Home School
- PNP-Catholic
- PNP non-Catholic

#### **Total School Membership**

Enter the membership, grades **K-12** at the end of the 2<sup>nd</sup> month of the 2024-2025 school year as reported by each private and home school. Do not include preschool enrollment counts.

NOTE: This should be the **total enrollment** regardless of participation in the federal programs.

#### Title II Part A

If the school chooses to participate in Title II Part A – Enter the total enrollment for the school, grades K-12.

#### Title III EL

If the school chooses to participate in Title III EL – Enter the number of students, grades K-12, meeting the definition of English Learner.

## **Title III Immigrant**

If the school chooses to participate in Title III Immigrant – Enter the number of students, ages 3-21, meeting the definition of <u>Immigrant</u>.

## Title IV Part A

If the school chooses to participate in Title IV – Enter the total enrollment for the school, grades K-12.

#### **IDEA Basic**

If the school chooses to participate in IDEA-B - Enter the number of students with disabilities.

#### III. Assurances page

Select indicator that the district Superintendent certifies accuracy of the data entered on the Participation Data page.

Select Yes or No if the district will participate in the federal programs for the school year 2025-2026.

