

CONSULTATION/COLLABORATION DOCUMENTATION FORM 2017-2018 (Must be Completed by All LEAs)

LEA Name: Hebrew Language Academy 2 Charter School	Copy/use additional pages as needed.
BEDS Code: 3 3 2 1 0 0 8 6 1 1 2 3	Maintain copies on file in the LEA.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), contains several provisions requiring LEAs to consult and/or collaborate with various groups in the development of the LEA’s application/program with respect to each Title. The required constituency groups the LEA must consult and/or collaborate with pursuant to ESEA are summarized at the bottom of this page. ESEA, however, is not restrictive in this regard, and LEAs are encouraged to consult and/or collaborate with other groups as well.

LEAs **MUST** include representatives of collective bargaining units and recognized parent groups in the consultation/collaboration for applicable Title programs. Methods of consultation include face to face meetings, e-mail, fax, telephone calls, letters and video conferencing.

Note: Do not use this form for consultation/collaboration with private school representatives. Private School consultation must be documented on the *Written Affirmation of LEA Consultation with Private School Officials* Form. Consultation/Collaboration with private school representatives is not required by Charter School LEAs.

This form must be maintained on file by each LEA applying for funds under ESEA in order to document that appropriate consultation/ collaboration has occurred or was attempted with required constituency groups as follows:

1. Representatives of required constituency groups who sign the form under their name in column 1 are effectively affirming that appropriate consultation has occurred. (The signature does not indicate agreement.) Supporting documentation (e.g., meeting agendas, minutes and rosters) must be maintained by the LEA, and information must be entered in columns 1–6 (check (X) in columns 3-6).
2. For representatives of required constituency groups who have consulted with the LEA but whose signatures are unobtainable, information must be entered in columns 1–7 (check (X) in columns 3-6); supporting documentation (e.g., meeting agendas, minutes and rosters) must be maintained by the LEA.
3. For representatives of required constituency groups with whom the LEA attempted to consult/collaborate, but refused or were unavailable to do so, such information must be entered in columns 1–8 (check (X) in columns 3-6), and a check (X) must be entered in column 8 to indicate that the consultation did not occur. **Appropriate documentation/explanation must be maintained on file in the district.**

1	2 (Print or Type)	3	4	5	6	7 (Required if no signature)	8
Individual’s Name (Print/Type) AND Signature	Individual’s Title <u>and</u> Constituency Group	Title I Part A	Title II Part A	Title III Part A	Title V Part B	Dates and Types of Consultation/Collaboration	Attempted Consultation
Ashley Furan	Head of School	X	X				
Lina Shuster	Director of Operations	X	X				
Ilene Chesler	Academic Dean of Instruction	X	X				
Lauren Chesler	XXXXXXXXXXXX	X	X				
Ellen Erman	XXXXXXXXXXXX	X	X				
XXXXXXXXXXXX	Parent						

Before proceeding, check to ensure that the following constituent groups are included, if applicable:

Title I Part A	Title II Part A	Title III Part A	Title V Part B
- Teachers ² - Principals and/or Administrators - Other School Leaders - Paraprofessionals - Specialized Instructional Support Personnel - Other School Personnel - Title I Parents ¹	- Teachers ² - Principals and/or Administrators - Other School Leaders - Paraprofessionals - Specialized Instructional Support Personnel - Parents - Community Partners ³ - Organizations with Demonstrated Expertise ³	- Teachers - Researchers - Principals and/or Administrators - Parents and Family Members - Community Members ³ - Public or Private Entities ³ - Institutions of Higher Education ³	- Teachers - Other School Staff - Principals and/or Administrators - Parents

¹ For Title I Part A, must include parents of children in Title I schools.
² For Title I Part A and Title II Part A, must include teachers from Title I Schools
³ If Appropriate.