



ES4PS 2020-2021 Invitations FAQs

- 1) Do the invitations sent in Fall 2019 to participate in equitable services in 2020-2021 have to be sent from the ES4PS App in SLDS?**

Yes, every school district in Georgia must send invitations in ES4PS if the school district:

 - has students that reside within Title I attendance zones who attend a nonprofit private school outside of the school district AND/OR
 - has nonprofit private schools within the geographic boundaries of the school district.

- 2) Can the school district send invitations to private schools in more than one way?**

Yes. At a minimum, each school district is expected to send invitations through ES4PS and answers from the private school must be recorded in ES4PS. However, LEAs may also email, call and send paper invitations in addition to sending ES4PS invitations.

- 3) When a district emails an electronic invitation to private schools in ES4PS and the private school opens the email and doesn't respond is that enough to be compliant? When a district emails an electronic invitation to private schools in ES4PS and a private school doesn't open the invitation is that enough to be compliant?**

Yes; it is sufficient to send invitations through ES4PS. However, LEAs are expected to make a good faith effort to invite private schools to participate in equitable services. In the first year of using ES4PS it may be helpful to verify email addresses, remind private schools that the links are active for two weeks, and follow-up with private schools by calls.

- 4) What should a district do if ES4PS invitations were emailed from the 2019-2020 section of the ES4PS application instead of the 2020-2021 section of the ES4PS application?**

Districts should reissue invitations in 2020-2021 or reach out to ombudsman@doe.k12.ga.us to explore another way to record invitations electronically in 2020-2021.

- 5) Does a District need to make any adjustments to the invitation template?**

Yes. The district should add a date, time, location and point of contact prior to sending the template. Please note that adding graphics to the template may interfere with the coding behind the form. It is recommended that districts review their customized template prior to sending to ensure there are not directions for responding. The invitations will include a response link once sent.

- 6) Do districts have to use the template provided?**

No. The template is customizable.

- 7) What happens if a district inadvertently deletes the template?**

Please contact ombudsman@doe.k12.ga.us and we will ensure it gets added back to your account.

- 8) If a private school responds "No" to the meeting, but "Yes" to participation, is that okay?**

Yes. Some private schools have a long-standing relationship with districts and do not need introductory information. However, school districts must comply with the law and cover all required topics during the consultation process. If a private school that is new to equitable services says "No" to the meeting, but "Yes" to participation, it is recommended that the LEA work with the private schools to ensure the District shares both the introductory information and required consultation topics.



9) Why does the district name in ES4PS associated with a private school that my district serves reflect another district, not mine?

The district name next to each private school should reflect the school district in whose geographic boundaries the private school sits. If this is not correct, the school district may update this in the private school Data Collection. However, a school district inviting a private school outside its geographic boundaries may associate the school with their district in ES4PS. Private schools often serve students from multiple school districts and may be associated with more than one school district in ES4PS, even though the name next to the private school remains the same.

10) What should a district do if a private school does not appear in ES4PS?

- Look the name up again. Remember that when searching, it is more reliable to search a key word that is not often abbreviated and would not likely be left off a shortened version of the name. For example: Searching for "St. Luke's Episcopal High School" may not yield the same results as searching for "Luke". "Saint" is often abbreviated in data entry to "St" and "St." and "High School" may have been left off. Entering a search of "Luke", a word likely to be in every version of the private school's name, will likely return better results.
- Reference to see if the name appears on the official [FY20 Data Collections list](#). If not, please add it during the Data Collection window. Each school district has a designee who is responsible for adding this information and it will update in ES4PS overnight. If you need to add a school outside of the official Data Collections window, please contact ombudsman@doe.k12.ga.us with all relevant information.

11) What should a district do if a private school's information has been entered incorrectly in ES4PS (name, address, email, phone number, website, etc.)?

- **Always Update Data Collections First**
Please update the information during the Data Collection window. Each school district has a designee who is responsible for updating this information and it will update in ES4PS overnight. ES4PS does NOT update Data Collections, therefore anything updated in ES4PS will not be reflected in the official Data Collections Private School List.
- **Use ES4PS for Additional Information**
In the event that the private school contact and email from Data Collections (DE1111) is not the primary point of contact for the purposes of Equitable Services, school districts may add up to two additional points of contact for each school in the ES4PS application.

12) What is the Data Collection Process?

GaDOE has two phases of private school data collections, Phase 1 (contact information entry) and Phase 2 (enrollment data entry).

- **FY20 PHASE 1 (Part 1): From July 1 – November 1, 2019** a district can go into the Data Collections Private School Collection and update the contact info for any school within their district.
- **FY20 PHASE 2: From November 5 - November 27, 2019** The District enters the number of students in the Data Collections Private School Collection. This includes the number of students (by grade), who reside in their district and go to any private school including private schools in neighboring districts.
- **FY20 PHASE 1 (Part 2): November 27, 2019- June 30, 2020** after the collection of the number of enrolled private school students, the application shifts back to phase 1 and allows public school districts to continue updating the private school contact info for FY20 until June 30, 2020. On July 1, 2020 the application will shift to Phase 1 of FY21.



13) Can the district invite a private school to participate in equitable services in ES4PS without a DE1111?

If the district has a school within the geographic boundaries of the district that does not serve any students enrolled in the district, the district will not receive a DE1111 from a private school. This school should be invited to participate in equitable services. While it is highly unlikely a district would come across this example, it is possible and a DE1111 would not be required in these circumstances.

In general, it is likely private schools in the geographic boundaries serve residents of the school district. It is preferable, but not required, that a private school complete and submit the DE1111 to the district prior to issuing invitations. This allows the district to ensure accurate private school contact information prior to sending an invitation. Ultimately, the submission of the DE1111 is a required by the Official Code of Georgia (OCGA) and not the federal government. In accordance with federal law school districts must nonprofit private schools to participate in equitable services. In Georgia, we prefer that private schools and school districts comply with the overlapping information required in both laws, to be completed simultaneously.

14) Does the DE1111 have to be on the current form before the district issues invitations?

No, the DE1111 does not have to be on the current FY20 DE1111 form prior to issuing ES4PS invitations. However, given that the DE1111 is required under law, is updated annually, and includes information that is necessary for districts to be able to administer recent laws like HB 530. GaDOE recommends reaching out to private schools who did not use the current form to share the update version and request pertinent information.

15) Does our District need to verify the nonprofit status of private schools before sending out invitations or can the District wait until a private school responds that they are interested in services before verifying the nonprofit status?

Yes. Please verify nonprofit status prior to send invitations. Nonprofit status should be checked annually. Guidance for checking nonprofit status is available on the [Ombudsman webpage](#) of the GaDOE website.

16) Does our district need to print a copy of ES4PS for GaDOE Cross-Functional Monitoring?

No. GaDOE staff have access to see invitations and forms in ES4PS. In FY20 Cross-Functional Monitoring, GaDOE staff will check for copies of invitations:

- **Offline:** Invitations sent outside of ES4PS in 2018-2019 for participation in the 2019-2020 school year
- **Online:** Invitations sent via ES4PS in 2019-2020 for participation in the 2020-2021 school year

School Districts must keep copies of documentation that is not housed in ES4PS such as consultation minutes, plans, agendas, sign-in sheets.

17) Who should our district contact if we experience challenges with ES4PS?

- **For Guidance and Most ES4PS Questions** - The GaDOE Ombudsman team can be reached at ombudsman@doe.k12.ga.us
- **For ES4PS Provisioning** - Contact your District Account Manager for SLDS to request access to ES4PS. Questions about provisioning should be communicated by submitting a d-ticket to GaDOE.