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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

January 29, 2025

Action Required

Due date: April 2025

Informational

## BULLETIN NO. 005-25 ELEMENTARY, EARLY LEARNING, AND FEDERAL PROGRAMS

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Private School Administrators  
Federal Grants Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Private School Participation in Federal Programs

CONTACT: Julie Chace, Equitable Services Ombuds  
360-725-6167, [julie.chace@k12.wa.us](mailto:julie.chace@k12.wa.us)

## PURPOSE/BACKGROUND

Since the passage of the Elementary and Secondary Education Act (ESEA) in 1965, school districts have been required to provide equitable services to private school students, teachers, and in some cases, other education personnel, and parents under several federal programs. The Office of Superintendent of Public Instruction (OSPI) issues this bulletin to provide guidance for private school participation in ESEA federal programs. Although Perkins IV is authorized under the Carl D. Perkins Career and Technical Education Act of 2006, it is also included in the application for participation in federal programs for private schools.

To participate in any federal program, a private school must notify OSPI and the local school district of their intent to participate each year via the Private Participation in Federal Programs application in the [Education Data System \(EDS\)](#).

Find descriptions of the available federal programs in Attachment A and instructions to log into EDS in Attachment B. Both attachments are included in the bulletin on the OSPI [Bulletins webpage](#) and on the [private school webpage](#) under the "Program Basics" drop-down menu.

The Private Participation in Federal Programs application in [EDS](#) will be due in April 2025. An announcement will be made once the application is open that will include the specific due date.

## Private School Responsibilities

For a private school to qualify for and then participate in the federal program equitable services, a private school must:

- Be a non-profit, elementary, or secondary school approved annually by the [Washington State Board of Education](#).
- Have notified the school district and OSPI of its intent to participate in federal program equitable services by completing and submitting Private Participation in Federal Programs application in EDS by the due date.

If a private school does **NOT intend** to participate, we request completion of the application to indicate non-participation.

**NOTE:** If a private school does not complete the Private Participation in Federal Programs application by the due date, its students, teachers, and other education personnel may not be eligible to participate in equitable services for the 2025–26 school year.

See detailed instructions and responsibilities for private schools on OSPI's [private school webpage](#) under the "Private School Requirements" drop-down menu.

## School District Responsibilities

School districts must make initial contact with all private schools located **within district boundaries** either before or once the Private Participation in Federal Programs application opens in EDS. This contact should include:

- Notifying the private schools of the opening and closing dates of the Private Participation in Federal Programs application in EDS.
- Providing details about the specific federal programs available for participation (see Attachment A for detailed federal program descriptions).
- If needed, offering to assist in completing the application.

**NOTE:** Districts must document their attempts to contact private schools under the "Contact Log" tab in the application. This initial contact expectation is **not required** for private schools located **outside** the district's boundaries.

## Out-of-District Private Schools

The Title I, Part A program requires school districts to provide equitable services to **eligible** students who attend participating private schools located **outside the school district boundaries**.

School districts must identify if their students attend private schools located outside district boundaries. If the students generate funding for Title I, Part A equitable services, the school district would also be responsible to provide services to those eligible students. For more information, see the Out-of-District Private School Guidance on the [private school webpage](#).

See detailed instructions and responsibilities for school districts on OSPI's [private school webpage](#).

## Resources and Technical Assistance

Find additional resources including the [2024 Equitable Services Webinar](#) and [Equitable Services Presentation](#) and guidance on OSPI's [private school webpage](#).

## Office Hours Opportunity

The 2024–25 Title I, Part A & LAP Office Hours are optional one-hour events and will provide specific opportunities for districts and private schools to ask questions and receive assistance regarding the Private Participation in Federal Programs Application, or any other equitable services questions. No registration is needed.

- Thursday, February 20, 2025 | 8:30–9:30 am | [Zoom Link](#)
- Thursday, February 20, 2025 | 2–3 pm | [Zoom Link](#)

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Julie Chace, Equitable Services Ombuds, at [julie.chace@k12.wa.us](mailto:julie.chace@k12.wa.us). OSPI's TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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CR:jc

Attachment A: Federal Programs Required to Provide Equitable Services

Attachment B: Education Data System (EDS) Log-in Instructions

*OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).*