

GMAP Declaration of Participation Report Instructions and Guidance

Background

The Declaration of Participation Report must be completed by your district in accordance with Every Student Succeeds Act and the Individuals with Disabilities Education Act. This report is used to identify the number of students enrolled in area private non-profit and home schools. 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.

This report is used to identify the number of students enrolled in area private non-profit and home schools.

Please note: The Title III EL data collection is used to identify 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 FY2025 Declaration of Participation Notification 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 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

Search	Organizations
Reports	Funding Applications
Inbox	Funding Application Related Documents
KDE Resources	Grants
Help for Current Page	Plans
Contact KDE	Application Supplement
Create Help Desk Ticket	District Document Library

Select **Fiscal Year:** 2025

Select **Application Supplement:** Declaration of Participation

I. District Board of Education page

1. 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 **2023-2024** school year:

<input type="checkbox"/> Title II Part A: Teacher Quality
<input type="checkbox"/> IDEA-B: Students with Disabilities
<input type="checkbox"/> Title III English Learners
<input type="checkbox"/> Title IV
<input type="checkbox"/> Title III Immigrant

II. Participation Data page

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 2nd month of the 2023-2024 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.

IDEA Basic

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

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 [Immigrant](#).

Title IV Part A

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

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 2024-2025.

* The LEA Superintendent certifies that:	
1.	The LEA Board of Education will participate for SY 2023-2024 in the identified federal programs as indicated in Part A of the Collection Sheet. <input checked="" type="radio"/> Yes <input type="radio"/> No
2.	All private non-profit schools and home schools physically located in the public LEA's geographic boundaries have been notified by certified mail or other signed documentation of the purposes and benefits of, and given equitable opportunity to participate in, the federal Title IIA, Title III EL/Immigrant, Title IV and IDEA-B programs.
3.	Signed Private Nonprofit Schools and Home Schools Declaration of Participation forms are on file in the local board of education office documenting the stated numbers of participating private, non-profit school and home school students.
4.	Any private school participating in the above programs has filed with the LEA a signed assurance statement verifying an official non-profit status. Home schools, by their nature, are considered non-profit.