



2026-27

Private School
Participation
Consultation

Budget & Compliance

Welcome

❑ **Purpose of the Approach: efficiency and streamlined processes.**

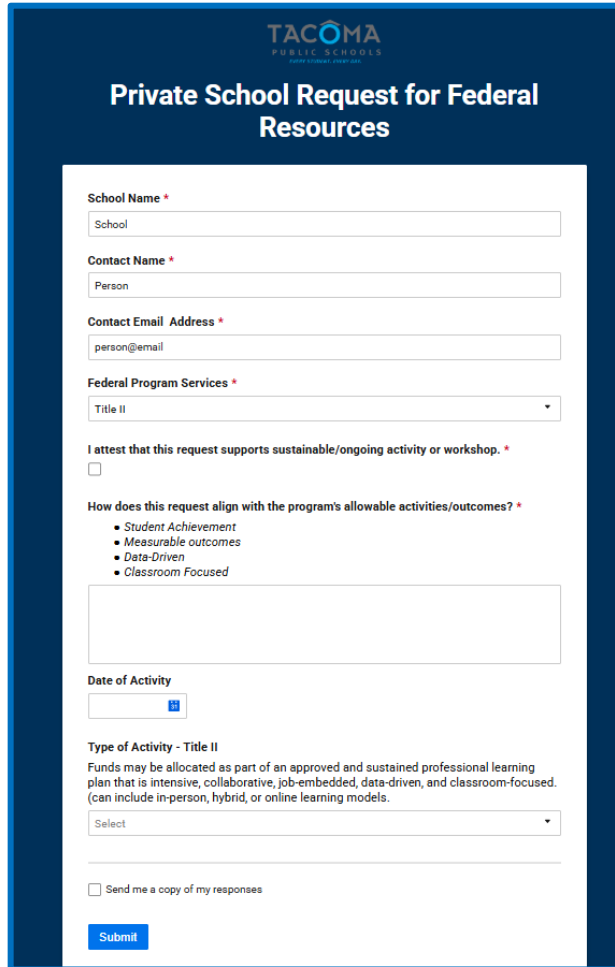
- Customer Service Focused
- Consolidated Communication
- One stop shop for your business needs
- Ensure federal compliance is met
- Continuing our partnership collaboration

Equitable Services & Proportionate Share:

- Schools will receive an allocation letter for equitable services and special education proportionate share in the fall of 2026.
 - Equitable services will be determined in September
 - Title I, Part A: Identified TitleIA students residing in TitleIA public school attendance and are academically low-achieving.
 - Title II, Part A: Student enrollment count from October.
 - Title III, Part A: Student eligibility determination of services is dependent on responses to the home language survey and scores on an English language proficiency assessment.
 - Title IV, Part A: Student enrollment count from October.
 - Special Education proportionate share will be determined in September
 - Funding is distributed based on eligible student service plan tutoring hours, utilizing a standardized hourly rate applied consistently across all SPED tutoring services at all private school locations
 - The established hourly rate will be provided in the fall of 2026 within the allocation letter
 - Tutoring service allocations are subject to change throughout the school year based on budget availability and student need

Accessing Funds:

Private School Request for Federal Resources



The screenshot shows a web form titled "Private School Request for Federal Resources" with the TACOMA Public Schools logo at the top. The form includes the following fields and sections:

- School Name ***: A text input field with "School" as a placeholder.
- Contact Name ***: A text input field with "Person" as a placeholder.
- Contact Email Address ***: A text input field with "person@email" as a placeholder.
- Federal Program Services ***: A dropdown menu with "Title II" selected.
- I attest that this request supports sustainable/ongoing activity or workshop. ***: A checkbox that is currently unchecked.
- How does this request align with the program's allowable activities/outcomes? ***: A section with a bulleted list of options: "Student Achievement", "Measurable outcomes", "Data-Driven", and "Classroom Focused". Below the list is a large text area for additional comments.
- Date of Activity**: A date picker field.
- Type of Activity - Title II**: A section with explanatory text: "Funds may be allocated as part of an approved and sustained professional learning plan that is intensive, collaborative, job-embedded, data-driven, and classroom-focused. (can include in-person, hybrid, or online learning models)." Below this is a dropdown menu with "Select" as the placeholder.
- Send me a copy of my responses**: A checkbox that is currently unchecked.
- Submit**: A blue button at the bottom left.

- **Spending Authorization Form is Required for All Programs.**
 - Pre-Approval of services and goods is required before services start and goods are ordered.
 - Conditional logic formatting: allowable services & purchases based on funding source.
- **Services must not start until a fully executed purchase order is on file.**
 - Do not sign into a service agreement until pre-approval is provided.
- **Please allow time for processing of request, we ask for a minimum two-week notice to allow for pre-approval and completion of purchase.**
 - No same-day/next-day delivery
 - Vendors may take several days/weeks to set-up with a purchase order.

Accessing Funds:

- All documentation for goods and services must be attached to the Spending Authorization Form.
 - New Vendor Packets
 - Shopping Carts
 - Quotes, Proposals, Pricing Information
 - Scope of work or event details

Receiving Services:

- **Services are supplemental!**
- Private school employees **must not** provide services during their regular teaching schedule.
 - Non-employee contracted service providers may provide services during school hours to enhancing services, not replace school instruction.
 - Services cannot replace school offered courses, programs, curriculum, activities, etc.
- Service providers may be an employee, community partner, business, or qualified individual.
- For Title I, Part A: Services are for TPS identified students.
- Special Education: Services are for students identified for tutoring through their Individual Service Plan (ISP).

Invoicing & Payment:

- Private school employees, consultants, and businesses will need to submit **monthly invoices** to TPS for services rendered.
 - We recommend that vendors submit on the first day of the month for work completed in the previous month.
 - Services completed during the school year: invoices are due June 30, 2027
 - Services completed during summer school: invoices are due August 31, 2027
- **TPS will not pay private schools directly**, but will instead pay individual employees or businesses, based on the invoices submitted. This approach ensures that TPS maintains control over payments while still holding private schools accountable for employee oversight and service delivery.
 - Invoices that are received for direct payment to a private school will be denied.
- Invoices received prior to a fully executed purchase order will be denied.

Invoicing & Payment:

INVOICE					
Tutor Name Address: Phone: 253-583-5000 Email:					
INVOICE # 100 DATE: APRIL 7, 2026					
TO Tacoma Public Schools Accounts Payable Department 601 South 8 th Street Tacoma, WA 98401 (253) 573-1000 accountspayable@tacoma.k12.wa.us budget2@tacoma.k12.wa.us					
QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
Total Hours		PO/Contract Number: xxxxxxxx Brief description of services provided. • Student ID Number • Student Counts, Grade Level • Content/Subject • Service Date(s) • Start and End Time *Student sign-in sheets with signatures to be submitted with invoice for payment.	\$25.00		
TOTAL DISCOUNT					
SUBTOTAL					
SALES TAX					
TOTAL					\$0.00

➤ Invoices must include services as outlined in the approved SAF:

- ✓ Brief description of services provided.
- ✓ Student ID Number
- ✓ Student Counts, Grade Level
- ✓ Content/Subject
- ✓ Service Date(s)
- ✓ Start and End Time

➤ Student Signatures Required

- ✓ Sign in/out log

Monthly Budget Statements:



TACOMA
PUBLIC SCHOOLS
EVERY STUDENT. EVERY DAY.

**Private School Participation in Federal Programs
Monthly Budget Statement**

School Name
February 3, 2025

Below is your monthly budget statement for your 2024-25 participation in federal programs.

FEDERAL PROGRAM	BUDGET	PLANNED/SPENT	REMAINING
Title I, Part A Disadvantaged Students			
Title II Improving Teacher & Principal Quality			
Title III Limited English Proficiency			
Title IV Student Support & Academic Enrichment			

IDEA, Part B Special Education		Tacoma School District February 2025 Available Balance* \$85,300	
STUDENT ID	MAX SERVICE HRS PER WEEK	TUTORING PROVIDER	TOTAL INVOICED**

*The district will no longer be able to reimburse eligible student tutoring services when there is no remaining balance.
**Invoices received directly from provider as of January 31, 2025, for the current 2024-25 school year.

Please be aware that this year's budget is intended to be used for this year's students and must be spent, with invoices received, before **August 31, 2025**. Please collaborate with your program liaisons around allowable use of funds.

To Request Service and Goods: [Private School Request for Federal Resources](#)

Questions about budgets, purchase orders, or invoices may be directed to budget2@tacoma.k12.wa.us.

- Schools will receive a monthly budget statement. The statement will include an allocation, planned and/or spent expenditures, and remaining available budget.
- Schools should expect an updated statement around the 25th of each month.

Contact Information:

Invoices are to be emailed to accountspayable@tacoma.k12.wa.us

Federal Program	Federal Program Liaison	Federal Program Contact
Title I, Part A Disadvantaged Students	Shelly Handford	253.571.1389 rhandfo@tacoma.k12.wa.us
Title II Improving Teacher & Principal Quality	Shawna Busey	253.571.1316 sbusey@tacoma.k12.wa.us
Title III Limited English Proficiency	David Syth	253.571.1846 dsyth@tacoma.k12.wa.us
Title IV Student Support & Academic Enrichment	Shawna Busey	253.571.1316 sbusey@tacoma.k12.wa.us
Perkins	Stephanie Glenisky	253.571.1533 sglenis@tacoma.k12.wa.us
Special Education	Elise Friedrich- Nielsen	253.571.1085 efriedr@tacoma.k12.wa.us
Budget & Compliance	Deb Rink (Title I, II, III, & IV) Jackie Youngblood (SPED) Cheryll Collins (Perkins)	Budget2@tacoma.k12.wa.us
Federal Participation Complaint Procedures	Cortney Leach	253.571.1456 grants@tacoma.k12.wa.us

Next Steps:

All schools:

- ✓ Affirmation of Consultation – complete, sign, and email to Deb Rink at budget2@tacoma.k12.wa.us
- ✓ Will receive a copy of Federal Complaint Procedures

Title IA schools:

- ✓ Record of Agreed Upon Services - complete, sign and email to Shelly Handford rhandfo@tacoma.k12.wa.us

Title IIA & IVA schools:

- ✓ Spending Plans – Forms will be emailed via MS Forms from Shawna Busy

Special Education:

- ✓ Contact Kalli Conner kconner1@tacoma.k12.wa.us to request student evaluation for special education & complete Private School Written Affirmation