

Guidance and Instructions	
Russellville Independent (523) Public District - FY 2027 - Declaration of Participation Report - Rev 0	
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 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. According to federal law, only private schools having an official non-profit status are eligible to receive services under Title II, Part A; Title III - EL and Immigrant, Title IV, Part A, and IDEA-B. Beginning with school year 2001-2002 and beyond, any private school wishing to participate in such programs must have filed Articles of Incorporation with the office of the Kentucky Secretary of State as a non-profit corporation under KRS 273 or have received a letter from the Internal Revenue Service (IRS) granting them 501(c)(3) status as a non-profit corporation (home schools, by their nature, are considered non-profit). This report is used to identify the number of students enrolled in private non-profit and home schools. Federal programs participating in the Declaration of Participation are Title II-A Supporting Effective Instruction, Title III - Language Instruction for English Learners (EL), Title IV-A Student Support and Academic Enrichment Grants and IDEA-B - Individuals with Disabilities Education Act. Please note: The Title III - EL and Immigrant 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 schools membership	
1. Reference the <u>Declaration of Participation Report Instructions and Guidance Document</u> 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 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 each Private Non-Profit & Home School's total membership for the end of the 2nd month of the 2025-2026 school year. Do not include 3- & 4-year-olds. 3. List all Private Non-Profit and Home Schools physically located in the public district's geographic boundaries. Do not list 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	
I. District Board of Education page	
1. Confirm that the Board of Education is in compliance with the Civil Rights Act of 1964 (required). 2. Select the programs that the district will participate in for the upcoming year.	
II. Participation Data page: INSTRUCTIONS	

There is a single form for the report with paging links (First, Previous 1,2,3 . . . Next, Last) at the top to move through the list. As schools are edited or added, the page will automatically sort the school names alphabetically.

A. On the Participation Data page, the system will automatically populate the list of schools alphabetically from last year's Declaration of Participation report when the report is moved to Started status.

Use the paging links (First, Previous 1,2,3 . . . Next, Last) at the top of the list to move from page to page for a long list.

B. Edit the existing list (if needed) as follows:

- 1.Name home schools using the parent or guardian's LAST name first and first name last. Example: Smith, Adam and Barbara
An updated school will be listed in alphabetical order with the new name.
2. Use ONE ROW for each private or home school and list the total membership. Example, if two children in the same home are being home-schooled, list the home ONCE and the membership as 2.

C. Add or delete schools on the list.

1. Add new schools by clicking Add New School. New schools will automatically be added in alphabetical order.
2. Use the trash can icon to delete any schools no longer in existence or out of the district boundaries for the 2025-2026 school year.

D. Enter data

1. Enter participation data using the information provided by the private non-profit and home schools on the signed Declaration of Participation Form retained at the district.
2. Select the school type from the drop-down list (PNP- Catholic, PNP Non-Catholic, Home School).
3. Enter TOTAL membership for each home school or private school.
4. Identify the number of students participating in each of the programs (IDEA Basic, Title II, Title III EL, Title III Immigrant and Title IV) for the 2025-2026 school year.

III. Complete the Assurances page

District Board of Education
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☒ * 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 2026-2027 school year:
☒ Title II Part A: Supporting Effective Instruction
☒ IDEA-B: Students with Disabilities
☒ Title III: English Learners
☒ Title IV: Student Support and Academic Enrichment
☒ Title III: Immigrant

Participation Data						
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Important Instructions PLEASE READ						
1. Schools listed in last year's declaration will be pre-populated into this year's application. After an addition or editing a school, the system will place the school automatically in alphabetical order. 2. List all private non-profit schools and all home schools that are physically located within your district's geographic boundaries, not just those participating in federal programs. Include memberships of all private schools and all home schools, regardless of whether they will participate or are eligible to participate in federal programs during the 2026-2027 school year. 3. Do not include private schools or home schools located outside your district's boundaries that are required to be contacted for Title I services. Participating private school and home school membership data directly impacts the per pupil dollar amount allocated to the public school district for Title III-EL/Immigrant and IDEA-B; therefore, it is critical these totals be accurate. 4. List each Private Non-Profit & Home School's total membership for the end of the 2nd month of the 2025-2026 school year. Do not include 3 - & 4-year-olds in the membership count. 5. Home Schools must be identified by using the parent or guardian(s), last name then first name. 6. Each private or home school should only be listed once and include the entire enrollment. Do not list a home school by student and have each student in the same home school on a separate line. 7. Delete private and home schools that have closed or no longer within the district boundaries or where students in the same home school were consolidated.						
To complete, use data from Private Non-Profit Schools and Home Schools Declaration of Participation forms.						
Private Non-Profit & Home Schools	Total School Membership	IDEA Basic	Title II Part A	Title III EL	Title III Immigrant	Title IV Part A
<i>*List all Private Non-Profit and Home Schools physically located in the public district's geographic boundaries. Do not list private or home schools located outside the district's geographic boundaries.</i>	<i>*List each Private Non-Profit & Home School's membership for the end of the 2nd month of the 2025-2026 school year. Do not include 3 & 4 year olds.</i>					

School Name	PNP or Home School	Total School Membership					
Adams, Stacey	* Home School	▼	*	1	0	0	0
Aguirre, Jerome	* Home School	▼	*	1	0	0	0
Belk, Richard	* Home School	▼	*	1	0	0	0
Bouldin, Melissa	* Home School	▼	*	1	0	0	0
Bourne, Joshua	* Home School	▼	*	2	0	0	0
Bristol, Wayne	* Home School	▼	*	2	0	0	0
Brown, Tina	* Home School	▼	*	1	0	0	0
Carter, Katherine	* Home School	▼	*	2	0	0	0
Cline, Barbie	* Home School	▼	*	1	0	0	0
Dukes, Sarah	* Home School	▼	*	1	0	0	0
Fernandez, Mary	* Home School	▼	*	4	0	0	0
Fields, Dena	* Home School	▼	*	1	0	0	0
Free, Kanan	* Home School	▼	*	1	0	0	0
Fuston, Crystal	* Home School	▼	*	2	0	0	0
Griffin, Amanda	* Home School	▼	*	3	0	0	0
Grubbs, Anthony	* Home School	▼	*	1	0	0	0
Hamm, Ashley	* Home School	▼	*	1	0	0	0
Harris, Mylinda	* Home School	▼	*	1	0	0	0
Hoskins, Kristen	* Home School	▼	*	2	0	0	0
Jenkins, Miranda	* Home School	▼	*	1	0	0	0
Keehan, Joshua	* Home School	▼	*	2	0	0	0

Keith, Sabrina	*	Home School	▼	*	5	*	0		0	0	0	0	0	0
Kelly, Kristi	*	Home School	▼	*	1	*	0		0	0	0	0	0	0
Lamb, Courtney	*	Home School	▼	*	1	*	0		0	0	0	0	0	0
Law, Whitney	*	Home School	▼	*	1	*	0		0	0	0	0	0	0
Logan Christian Academy	*	PNP - Non-Catholic Schc	▼	*	0	*	0		0	0	0	0	0	0
Lyday, Steven	*	Home School	▼	*	2	*	0		0	0	0	0	0	0
McCoy, Salonda	*	Home School	▼	*	1	*	0		0	0	0	0	0	0
Meier, Katie	*	Home School	▼	*	1	*	0		0	0	0	0	0	0
Pitts, Lauren	*	Home School	▼	*	5	*	0		0	0	0	0	0	0
Reed, Randall	*	Home School	▼	*	1	*	0		0	0	0	0	0	0
Russellville Christian Acad	*	PNP - Non-Catholic Schc	▼	*	0	*	0		0	0	0	0	0	0
Scott, Mitchell	*	Home School	▼	*	3	*	0		0	0	0	0	0	0
Stuart, Elyse	*	Home School	▼	*	1	*	0		0	0	0	0	0	0
Tinsley, Tammy	*	Home School	▼	*	1	*	0		0	0	0	0	0	0
Todd, Demetria	*	Home School	▼	*	2	*	0		0	0	0	0	0	0
Varson, Hannah	*	Home School	▼	*	2	*	0		0	0	0	0	0	0
Wagoner, Jordan	*	Home School	▼	*	2	*	0		0	0	0	0	0	0
Weidman, Heather	*	Home School	▼	*	1	*	0		0	0	0	0	0	0

Assurances	
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☒ * The District Superintendent certifies that:	
1. The District will participate for SY 2026-2027 in the identified federal programs as indicated in the District Board of Education section of this application.	☒ Yes ☐ No
2. All private non-profit schools and home schools physically located in the public district'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 II Part A, 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 federal programs has filed with the district a signed assurance statement verifying an official non-profit status. Home schools, by their nature, are considered non-profit.	