

**SUGGESTED LOCAL EDUCATIONAL AGENCY (LEA)*
CHECKLIST
FOR TRIBAL CONSULTATION**

The LEA has:

- ☐ Reviewed the “Affected LEA” list published by the Arizona Department of Education’s (ADE’s) Office of Indian Education to identify the tribes the LEA must consult with.
- ☐ Arranged for consultation with the relevant tribal nation(s), including time, place, and length of meeting(s).
- ☐ Received acknowledgement from the tribe that Tribal leader(s) has agreed upon the time, place, and length of meeting(s).
- ☐ Provided a copy of all awarded grants under ESSA to tribal participants before the meeting(s).
- ☐ Posted a public notice of the meeting(s).
- ☐ Prepared an agenda for the meeting(s).
- ☐ Provided a sign-in sheet for the meeting(s).
- ☐ Documented the initial meeting by completing the Affirmation of Consultation with Tribal Representatives.
- ☐ Ensured the tribal representative who signs the Affirmation of Consultation with Tribal Representatives checks the box acknowledging they are authorized to sign for the tribe.
- ☐ Uploaded the completed Affirmation of Consultation with Tribal Representatives form into the ADE Grants Management Enterprise (GME) system.
- ☐ Completed and uploaded an Affirmation of Consultation with Tribal Representatives form for each tribe in the LEA’s service area, as defined by the ADE Office of Indian Education.

*Refers to the District/Charter Holder