|  |
| --- |
| SAMPLE Private School Letter to Consult |

District Invitation to Private Schools to Consult

*(LEA Name)*School District invites representatives of *(Private School Name)* to a consultation meeting regarding your school’s participation in the following federally funded programs for the *(School Year)* school year.

* **Title I, Part A: Improving Academic Achievement of Disadvantaged Students – Basic Programs**

Title I, Part A Basic Program grants provide supplementary educational services to pupils at public schools that have high concentrations of students from families that live in poverty. The purpose of the grant is to help improve teaching and learning for students most at risk of failing to meet State standards and to close the achievement gap.

* **Title I, Part C, Education of Migratory Children**

Title I, Part C grants provide high-quality and comprehensive educational programs for migratory children to help reduce the educational disruptions and other problems that result from repeated moves.

* **Title II, Part A: Professional Development for Teachers, Principals, and Others**

Title II, Part A grants provide funding for purposes related to meeting the professional development needs of K-12 core academic content teachers and principals.

* **Title II, Part D: Enhancing Education Through Technology**

Title II, Part D grants provide funding to increase access to educational technology, support the integration of technology into instruction, enhance technological literacy, and support technology-related professionaldevelopment of teachers.

* **Title III, Part A: Language Instruction for Limited English Proficient (LEP)**

Title III, Part A grants provide funding to help ensure that LEP students, including immigrant students, attain English proficiency, develop high levels of academic attainment in English, and meet the same state academic content and student academic achievement standards that all students are expected to meet.

This initial private school consultation meeting for the (*year*) school year has been scheduled on (*day and date*) at (*time*) at (*location*).

Please review the above list of programs. On the following page select from items 1-3, complete the private school information box and return this form in the envelope provided no later than *(Date Due).*

*(LEA Name)* has scheduled an initial private school consultation meeting for the *(year)* school year on *(day and date)* at *(time)* at *(location).*

|  |  |
| --- | --- |
| **Private School Information** | |
| **Name Of Private School** |  |
| **Private School Contact Name** |  |
| **Private School Contact Phone and Email** |  |
| **Signature – Authorized Private School Official** |  |
| **Date Reviewed and Signed** |  |

**PLEASE CHECK AT LEAST ONE OF THE OPTIONS BELOW.**

**1  YES,** we will consult with the public school administrator regarding our participation in one or more of the above programs. We understand that the consultation(s) will be meaningful and substantial, and will cover many practical aspects of operating federal programs.

We can meet at the scheduled time and location.

The following person(s) will be present at the meeting:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2**  NO. We will NOT participate in any of the programs listed above.

**3** I have additional questions or I wish to participate, but cannot attend the scheduled meeting.

Please contact the private school representative listed above.

***Please return this form in the enclosed stamped, self-addressed envelope,   
postmarked no later than (date). Thank you.***