

Commented [JH1]: This letter and the *2018-2019 2018-2019 Written Affirmation of LEA Consultation with Private School Officials*, should be sent to all the private schools outside of the district boundaries that serve district resident students, regardless if the private school has participated in Title programs in the past. Districts should keep a copy of the letter sent to each private school and their response, on file. Begin consultation early enough to allow sufficient time to collect poverty data and determine student and staff educational needs from the private student/staff data, prior to submission of the district's Consolidated Application to the New York State Education Department.

[Insert Date]

[Insert Private School Official's Name]

[Insert Private School Name]

[Insert Street Address]

[Insert City, State, Zip Code]

RE: 2018-2019 Equitable Services for Participating Private Schools

Dear [Insert Private School Official's Name]:

[Insert name of school district] is beginning to plan its Title I program for the 2018-2019 school year and needs your help. As a private school that serves students who live in our district's geographic catchment area, your students, teachers, and parents may be eligible for federal education services under Title I Part A.

Please review the description of the Title I Part A program outlined in Section 1 of the attached **2018-2019 Written Affirmation of LEA Consultation with Private School Officials** form. Please note that, as a private school located outside of our district's geographic catchment area, you are not eligible to participate in the other ESSA-funded programs with our district. You may, however, be eligible to participate in programming provided by your district of location.

If you are interested in participating in our Title I Part A program during the 2018-2019 school year, please complete and return pages 1 and 2 of the enclosed form no later than [insert day at least 10 days after receipt of letter]. You may return the form by fax to [insert fax number], by email to [insert email address], or by mail.

If your private school elects to participate in Title I Part A, we will work together to complete Section 2, Section 4, and Section 5 of this form. When I receive your form, I will contact you about our first consultation meeting, which is planned for [insert date at least 10 days after form is due].

If you are not interested in participating in the Title I Part A program, please indicate that on the enclosed form and return a signed copy by fax, email or by mail so that your materials can be submitted to the New York State Education Department as part of our 2018-2019 Consolidated Application.

If you have questions, please contact me at [insert phone number and e-mail address]. I look forward to hearing from you soon.

Sincerely,

[Signature]

[Title]

Enclosure