

[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]:

The Every Student Succeeds Act (ESSA) provides services to public and private school children, teachers, and parents. As a private school located within our district's geographic catchment area, your students, teachers, and parents may be eligible for federal education services under one or more ESSA program.

Please review the description of each ESSA program outlined in Section 1 of the attached **2018-2019 Written Affirmation of LEA Consultation with Private School Officials** form. If you are interested in participating in one or more of the ESSA-funded programs during the 2018-2019 school year, please complete and return pages 1 and 2 of the 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 one or more of the ESSA programs, we will work together to complete Section 2, Section 3, 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 any of the ESSA programs, 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

**Commented [JH1]:** This letter and the *2018-2019 Written Affirmation of LEA Consultation with Private School Officials*, should be sent to all the private schools within the district boundaries, regardless if the private school has participated in Title programs in the past. Send the letter on district's letterhead along with the *2018-2019 Notice of Intent to Participate in ESSA Programs* to all private schools. 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.