[Insert Date]

[Insert Private School Official’s Name]

[Insert Private School Name]

[Insert Street Address]

[Insert City, State, Zip Code]

RE: 2023-24 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 Part A program for the 2023-24 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 ***LEA Affirmation of Private School Consultation 2023-24*** 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 2023-24 school year, please complete and return pages 2 and 3 of the enclosed form no later than [insert date]. 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].

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 2023-24 Consolidated Application for ESSA-Funded Programs.

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