

SAMPLE Invitation to Private Schools to Consult

[District Letterhead]

[Date]:

[Name and address of private school]:

Dear [Insert name of private school official, if known]:

This letter is our annual invitation for your school to participate in [name of district] Title I program. Title I, Part A, provides services to both public and private school children who need additional educational help and who live in Title I public school attendance areas. The amount of funds available to provide services in each school is determined by the number of low income students living in the participating Title I attendance area.

If you are interested in learning more about the Title I services eligible students could receive in the [20__-20__] school year, please complete the contact information, mark "Yes", and return the enclosed form in the stamped, self-addressed envelope no later than [insert day at least 10 days after receipt of letter]. You may return the form by fax to [insert fax number]. Upon receipt of your form, you will be contacted about our first consultation meeting, which is planned for [insert date at least 10 days after form is due] at [time] at [location].

If you are not interested in receiving Title I services for eligible students, please complete the contact information, mark "No", and return the enclosed form in the stamped, self-addressed envelope.

If you have any question, please contact me at [insert phone number and email address]. I look forward to your response.

Sincerely,

[Name, title]

Enclosure

[District Letterhead]

Please complete the private school information section, indicate your interest in participating in the initial consultation, and return this form in the envelope provided no later than [due date from previous page].

[Your District's Name] has scheduled an initial consultation meeting for the [20__-20__] school year on [day and date] at [time] at [location].

Private School Information	
Name of Private School	
Name of School Contact	
Contact Phone	
Contact Email	
Signature of Authorized Private School Official	
Date Reviewed and Signed	

PLEASE CHECK ONE OF THE OPTIONS BELOW:

- YES, we/I will participate in the initial consultation regarding Title I with the public school administrator. We/I understand that the consultation will be meaningful and substantial.

We/I can meet at the scheduled time and location.
- NO, we will not participate in the consultation nor are we interested in receiving Title I services.
- We/I have additional questions or we/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.

SAMPLE LETTER adapted from Arkansas Department of Education, Georgia Department of Education, and the NCLB Title I Resource Toolkit.