

Sample Letter:
Invitation for Private Nonprofit Schools to Consult on ESEA Equitable Services

Note to LEAs: To provide “timely and meaningful” consultation, meetings should occur in late spring/early summer.

Date:
To:
From:
Subject:

[Insert name of district] invites representatives of [insert name of private nonprofit school] to an annual consultation meeting regarding your school’s participation in federally funded education programs for the upcoming [insert year] school year. Listed below are the Elementary and Secondary Education Act (ESEA) Title Programs in which your school may be eligible to participate. We invite you to attend a consultation and planning meeting on [insert date] at [insert time].

ESEA Title Programs [include only the ESEA programs for which the district receives funding]

- [Title I, Part A](#): Improving Academic Achievement of Disadvantaged Students
- [Title I, Part C](#): Migrant Education Program
- [Title II, Part A](#): Preparing, Training, and Recruiting High Quality Teachers and Principals
- [Title III, Part A](#): English Learners, Immigrants, and Refugees
- [Title IV, Part A](#): Student Support and Academic Enrichment
- [Title IV, Part B](#): 21st Century Community Learning Centers

Whether or not you are interested in learning more about any of the ESEA equitable services for which your school is eligible, please complete the attached form and return no later than [insert due date]. You may return the form via one of the following ways:

- Email [insert email address]
- By fax [insert fax number]
- USPS Mail [insert mailing address]

The consultation meeting, planned for [insert time] on [insert date] will be held at [insert location].

If you have any questions, please contact me [insert contact information]. I look forward to your response.

Sincerely,

[Insert name and/or signature]

Attachment

Private School Response to the Invitation to Consult on ESEA Equitable Services

Name of Private School

Name of Private School Official

Title of Private School Official

Contact (if other than person above)

Phone Number Email

Please indicate your school's interest in attending the consultation meeting:

Yes, our school is interested in consulting with the [name of district] administrator(s) regarding our participation in one or more of the ESEA Title Programs. I/we understand the consultation(s) will be meaningful and will cover many practical aspects of operating federal programs.

Please confirm your attendance, or request a different meeting time:

- I/we can meet at the scheduled time and location
- I/we cannot meet at the scheduled time but would like to meet on another day/time.

No, our school is not interested in consulting on, or receiving, ESEA equitable services.

I/we have some questions prior to making the decision to attend the consultation meeting. Please contact me at the phone number email address listed above.

X

Signature of Private School Official

Please sign and return this form to [insert name] by [insert due date] in one of the following ways:

[Insert e-mail address]

[Insert fax number]

[Insert mailing address]