

Massachusetts Department of Elementary and Secondary Education
District Invitation to Private Schools to Consult

SAMPLE LETTER

(Insert LEA Name) School District invites representatives of *(Insert Private School Name)* to a consultation meeting regarding your school's participation in the following federally funded programs for the *(Insert School Year)* school year.

- **Title I, Part A: Improving Academic Achievement of Disadvantaged Students**
Title I, Part A grants provide supplementary educational services to pupils at public schools that have high concentrations of student from families that live in poverty. The purpose of the grant is to help improve teaching and learning for students most at risk of failing to meet State standards and to close the achievement gap.
- **Title I, Part C, Education of Migratory Children**
Title I, Part C grants provide high-quality and comprehensive educational programs for migratory children to help reduce the educational disruptions and other problems that result from repeated moves.
- **Title II, Part A: Professional Development for Teachers, Principals, and Others**
Title II, Part A grants provide funding for purposes related to recruitment, retention, and professional development of K-12 teachers and principals.
- **Title III, Part A: Language Instruction for Limited English Proficient (LEP)**
Title III, Part A grants provide funding to help ensure that LEP students, including immigrant students, attain English proficiency, develop high levels of academic attainment in English, and meet the same state academic content and student academic achievement standards that all students are expected to meet.

This initial private school consultation meeting for the *(year)* school year has been scheduled on *(day and date)* at *(time)* at *(location)*.

Please review the list of programs above, then on the following page select from items 1-3, complete the private school information box and return this form in the envelope provided no later than *(Insert Date Due)*.

**Massachusetts Department of Elementary and Secondary Education
District Invitation to Private Schools to Consult**

Private School Invitation to Consult Form

(Insert LEA Name) has scheduled an initial private school consultation meeting for the *(year)* school year on *(day and date)* at *(time)* at *(location)*.

PLEASE CHECK AT LEAST ONE OF OPTIONS 1 - 3 BELOW.

- 1 **YES**, we will consult with the public school administrator regarding our participation in one or more of the above programs. We understand that the consultation(s) will be meaningful and substantial, and will cover many practical aspects of operating federal programs.

We can meet at the scheduled time and location.

The following person(s) will be present at the meeting:

- 2 **NO**, we will NOT participate in any of the programs listed above.

- 3 I have additional questions or I wish to participate but cannot attend the scheduled meeting.

Please contact _____ at _____.
(Insert Name) (Insert Phone Number).

Private School Information

SIGNATURE OF AUTHORIZED PRIVATE SCHOOL OFFICIAL	DATE
NAME OF SCHOOL	TELEPHONE NUMBER

Please return this form in the enclosed stamped, self-addressed envelope, postmarked no later than *(Insert date here)*. Thank you.