

## Offer of Consultation to Eligible Private Schools Affirmation of Consultation with Participating Private School Officials

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Districts are required to provide eligible children attending private elementary and secondary schools, their teachers, and their families with Title I services or other benefits, such as professional development, parent involvement, or materials and supplies (on loan from the public schools), that are equitable to those provided to eligible public school children, their teachers and their families.

- Evidence of private school outreach includes signed confirmation or return receipt slips from eligible private school leaders that consultation on providing services to eligible private school students has been offered.
- If services are accepted, districts must submit affirmation from private schools of consultation in all required areas.

These sample templates are not official Massachusetts Department of Elementary and Secondary Education documents. They are provided only as examples.

## Offer of Consultation to Eligible Private Schools

(Date)

(Name and address of private school)

Dear (name of private school official, if known):

This letter is our annual invitation for your school to participate in the (name of district) Title I program. Title I is a federally funded program that provides supplemental instructional services to eligible students who are attending public or private schools. The amount of the funds available to provide this service in each school is determined by the number of low-income students living in the participating Title I attendance area. For Title I purposes, low-income is defined as being eligible for, but not necessarily participating in, the federally funded free and reduced price lunch program.

To be eligible to participate in the Title I program, a student does not have to be low-income but must live in a participating Title I school attendance area (name of the area may be used). Students participating in the Title I program must be identified through multiple criteria assessment as having an educational attainment that is below the level appropriate for their grade-level. Should you choose to have eligible students participate in this program, further consultation will be necessary to outline program requirements and to agree upon the design of a viable program.

To facilitate Title I services to private schools, I would greatly appreciate your completing the enclosed form to determine the number of low-income students from the participating Title I attendance area. Please return it to me by (date). I have enclosed a stamped and self-addressed envelope for your convenience. If you have any questions that you would like answered about the Title I program before you complete the form, please call me at (phone number).

Sincerely,

(Signature)

(Printed name)

Title I Coordinator

**Offer of Consultation to Eligible Private Schools**

**Name of Private School Agency or School:** \_\_\_\_\_

\_\_\_\_\_ The school **would like to participate** in the Title I program during (school year).

\_\_\_\_\_ The school **does not want to participate** in the Title I program during (school year).

**Private School Representative:** \_\_\_\_\_

**Position or Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_  
\_\_\_\_\_

SAMPLE

## Affirmation of Consultation with Participating Private School Officials

Section 1120(b) of the No Child Left Behind Act and §200.63 of the Title I regulations require that timely and meaningful consultation occur between the district and private school officials prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this Act, and shall continue throughout the implementation and assessment of activities under this section.

**The following topics must be discussed during the ongoing consultation process:**

- How the district will identify the needs of eligible private school children.
- What services the district will offer to eligible private school children.
- How and when the district will make decisions about the delivery of services.
- How, where and by whom the district will provide services to eligible private school children, including a thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with a third-party provider.
- How the district will assess academically the services to eligible private school children in accordance with §200.10 and how the district will use the results of that assessment to improve Title I services.
- The size and scope of the equitable services that the district will provide to eligible private school children and, consistent with §200.64, the proportion of funds that will be allocated to provide these services.
- The method or sources of data that the district will use under §200.78 to determine the number of private school children from low income families residing in participating public school attendance areas, including whether the district will extrapolate data, if a survey is used.
- The equitable services the district will provide to teachers and families of participating private school children.
- If the district disagrees with the views of the private school officials on the provisions of services through a contract, the district must provide the private schools the reasons in writing why the district chooses not to use a contractor.

We agree that timely and meaningful consultation occurred before the district made any decision that affected the participation of eligible private school children in the Title I, Part A program.

<b>Public School Official</b>	<b>Date</b>	<b>Private School Representative</b>	<b>Date</b>
<b>School District</b>		<b>Name of Private School Agency or School</b>	

The district must maintain a copy of this form in its records and provide a copy to the State on request.