

# Sample Letter of Notification to Private Schools

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(District Letterhead)

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 **(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,

Title I Coordinator

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## TITLE I SERVICES TO PRIVATE SCHOOLS

Name of Private 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).

Signature \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_