

**Sample Letter:**  
**Invitation for Private Nonprofit Schools to Consult on Title I, Part A 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 the Elementary and Secondary Education Act (ESEA) [Title I, Part A: Improving Academic Achievement of Disadvantaged Students](#) for the upcoming [insert year] school year. We invite you to attend a consultation and planning meeting on [insert date] at [insert time].

Whether or not you are interested in learning more about Title I, Part A equitable services for which your school may be 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 Title I, Part A 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 Title I, Part A services. I/we understand the consultation(s) will be meaningful and will cover many practical aspects of operating this federal program.

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, Title I, Part A 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]