

Offer of Consultation to Eligible Non-Public Schools

Districts are required to provide eligible children attending non-public elementary and secondary schools, their teachers, and their families with Title I services or other benefits, such as supplemental instruction, 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 non-public school outreach includes signed confirmation or return receipt slips from eligible non-public school leaders that consultation on providing services to eligible non-public school students has been offered.*

This sample template is not an official Massachusetts Department of Elementary and Secondary Education document. It is provided only as an example.

Offer of Consultation to Eligible Non-public Schools

(Date)

(Name and address of non-public school)

Dear (name of non-public 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 non-public 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 public school 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 or another similar measure.

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 non-public 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

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**Name of Non-Public 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).

**Non-Public School
Representative:**

Position or Title:

Address:

Phone:
