

[INSERT YOUR LETTERHEAD]

Dear [Non-Public School Administrator],

Each year the Indiana Department of Education (IDOE) requires [LEA/Corporation] [Corporation Number] to inform area non-public schools of potential participation in all federal grant programs available to the local educational agency (LEA) for the 20XX-20XX school year, including: [delete programs not funded in your district]

- Title I, Part A (Educational Assistance to At-Risk Students);
- Title II, Part A (Professional Development/Supporting Effective Instruction);
- Title III, Part A (Language Instruction for English Learners and Immigrant Students);
- Title IV, Part A (Student Support and Academic Enrichment Grants);

It is [LEA]'s responsibility to verify whether your school wishes to participate in one or more of these federally-funded programs; furthermore, accredited and non-accredited schools are both eligible, but only nonprofit schools may participate.

Schools will complete the following *Non-Public School Letter of Intent to Participate* to indicate their desire to participate in one or more of these federal programs pending eligibility.

- If your school **does not** wish to participate in equitable services programs for the 20XX-20XX school year, please mark the appropriate box on the *Non-Public School Letter of Intent to Participate*, with signatures. The LEA will then provide the *Affirmation of Consultation* form, declining all services, no additional consultation required.
- If your school **does** wish to participate in equitable services programs for the 20XX-20XX school year, upon return of your *Non-public School Letter of Intent to Participate*, the identified school representative will be contacted to coordinate and begin consultation about equitable services. If accepting any federal funds, feel free to mark all program boxes, as final determinations regarding individual program participation occur during the consultation.

Send the attached form to the Federal Programs Director at the address indicated below. The deadline for this form is 30 calendar days from receipt of this document. A reminder will be sent if you have not submitted this form within two weeks, and any school that does not submit this form will be considered a non-participating, absent good cause non-public school. Learn more about federal Title programming [here](#).

We appreciate your completion of the *Non-Public School Letter of Intent to Participate* to ensure updated information for your current school administration information and interest in Title programming.

Sincerely,

[Name of Federal Programs Director]

Federal Programs Director

LEA

LEA mailing address: _____

Contact Email and Phone: _____



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Non-Public School Letter of Intent to Participate

Name of Non-Public School:

School Code

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The school's business model is:

Non-profit

For-profit (*not eligible for equitable services*)

Non-Public School Address:

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The non-public school received equitable services during the preceding school year, or

The non-public school is seeking to receive equitable services for the first time.

Non-Public School Representative:

Name: _____

Title: _____

Phone: _____

Email: _____

Directions: As the school official, you must select **ONE of the following options with next steps:**

We **do not intend** to participate in **any** federal funding Title services for the school year of 20XX-20XX; by checking this box, you are declining services and forfeiting federal funding. **You will still need to complete an Affirmation of Consultation Form declining services, the LEA is responsible for sending after receipt of the Letter of Intent.**

We **do intend** to participate, assuming we are determined eligible or accepted, in the following equitable services programs identified in the contact letter as being offered by the school district: please check all that apply and update the Grades/Total Enrollment Table:

Title I-A

Title I-C

Title II-A

Title III-A

Title IV-A

Total grade enrollment, regardless of residency, as of **[SAME ADM AS LEA]**, at non-public school:

K		3		6		9		12	Total	
1		4		7		10				
2		5		8		11				