[INSERT YOUR LETTERHEAD]

Dear [Insert Nonpublic School Administrator]:

Each year the Indiana Department of Education requires [LEA] (CORP#) to inform area Nonpublic Schools (NPSs) of the possibility of participation in all federally funded grant programs available to the LEA for the upcoming school year of 20XX-20XX, including: [delete programs not funded in your district]

* Title I, Part A (Educational Assistance to At-risk Students);
* Title I, Part C (Education of Migratory Children); [All Indiana LEAs are served by one of three Migrant Regional Centers and must provide information on this program, even when not receiving a sub grant directly.]
* 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);
* Title IV, Part B (21st Century Community Learning Centers);
* The CARES Act (Sec. 18003) – Elementary and Secondary School Emergency Relief (ESSER), **for 2020-2022**
* The CARES Act (Sec. 18002) – Governor’s Emergency Education Relief Fund (GEER), **for 2020-2022**

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 are both eligible, but only nonprofit schools may participate. *Note: accepting Title funding is not a condition for ESSER/GEER funding.*

To indicate a desire to participate in one or more of the above-listed programs to the extent your school is subsequently determined to be eligible, please complete the *Nonpublic School Letter of Intent to Participate* included below and return to the Federal Programs Director at the address indicated below. If interested in learning more about Title programs, please click [here](https://www.doe.in.gov/sites/default/files/grants/summary-federal-programs-esea-essa-cares.pdf).

The deadline for you to submit the Letter of Intent to Participate is 30 days from receipt of this document. The district will make further contact attempts if you are unresponsive two weeks after the Initial Contact Letter deadline. A Nonpublic School that does not respond will be considered as a non-participating, absent good cause nonpublic school.

If your school ***does not*** desire to participate in any equitable services programs for the school year 20XX-20XX, please mark the appropriate box on the *Nonpublic School Letter of Intent to Participate with Signatures* and return to the school district. It will be the LEA’s responsibility to deliver the Affirmation of Consultation Form to be completed declining all services, no additional consultation required.

If your school ***does*** desire to participate in any equitable services programs for the school year 20XX-20XX, upon return of your school’s Intent to Participate form to the school district, the identified Nonpublic 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 about individual program participation will occur during consultation.

We do appreciate your completion of the Letter of Intent to update our records with current NPS School Administration information.

Sincerely,

[Name of Federal Programs Director]

Federal Programs Director

LEA

LEA mailing address: \_\_\_\_\_\_\_\_\_\_

Contact Email and Phone: \_\_\_\_\_\_\_\_\_\_\_



**Nonpublic School Letter of Intent to Participate**

**Name of Nonpublic School: NPS School Code**

|  |  |
| --- | --- |
|  |  |

The school’s business model is:   ☐ Non-profit ☐ For-profit *(not eligible for equitable services)*

**Nonpublic School Address:**

|  |
| --- |
|  |

☐   The Nonpublic School received equitable services during the preceding school year, or

☐   The Nonpublic School is seeking to receive equitable services for the first time.

**Nonpublic School Representative:**

|  |  |
| --- | --- |
| Name: | Title: |
| Phone: | Email: |

***Directions: As the NPS Official, you will need to choose ONE of the two below options & follow next steps:***

☐ We ***do not*** ***intend*** to participate in***any***federal funding services (Title, ESSER, or GEER ) 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 ESSER or GEER funding in 2020, 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      ☐ Title IV-B (21st CCLC)      ☐ ESSER (CARES)        ☐GEER

Grades and Total Enrollment, regardless of residency, as of [SAME ADM AS LEA], at Nonpublic School

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