**Sample LEA letter to Officials of Non-Public Schools Located Outside the LEA’s Boundaries that May Have Eligible Students Residing Within the LEA**

**Letterhead**

**[*Insert Name*]**

**[*Insert Address*]**

**[*Insert City, State, Zip Code*]**

**[*Insert Date*]**

Dear **[*Insert Name*]**

**[*Insert name of school district*]** is beginning to plan its Title I program for the next school year and needs your help to determine if there are any students who live in our school district and attending your school who may be eligible for Title I services. Title I, part A, authorized under the Elementary and Secondary Education Act, provides services to children who need extra educational help and reside in Title I public school attendance areas. Services could range from reading instruction several times per week during the school day, to mathematics instruction after school, to counseling services, to a family literacy program during the summer. In addition to student services, Title I may provide professional development activities for non-public school teachers of participating children and special activities for families of Title I students.

Under the Title I program, the number of non-public school students who qualify for free and reduced-priced lunch (they do not need to be participants) and reside in a Title I public school attendance area provide the basis for calculating the amount of funds used to implement the program. Students who need extra educational help and reside in a Title I public school attendance area are eligible for services.

In order to determine the amount of funds available to support a Title I program that would serve children with education needs, please complete the enclosed form. If you have any questions or would like to discuss the Title I program, please call me at ***[insert number*].**

Sincerely,

Title I Director

**[*Name of School District*]**

Enclosure

**Sample LEA letter to Officials of Non-Public Schools Located Outside the LEA’s Boundaries that May Have Eligible Students Residing Within the LEA**

Letterhead

Name of Non-Public School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Non-Public School Official \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Non-Public School Official \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-Public School Contact (if other than person listed above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number of Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check which applies:

\_\_\_\_\_\_\_\_ **Yes**, I am interested and have data on my students’ qualification for free and reduced-price lunch.

\_\_\_\_\_\_\_\_ **Yes**, I am interested, but I do not have data on my students’ qualification for free and reduced-price lunch.

\_\_\_\_\_\_\_\_ **No**, I am not interested.

If you have data on your student’s qualifications for free and reduced-price lunch, please provide [insert name of school district] with the address and grade level of all students residing in **[insert name of school district]** and who meet the qualifications. Do **not** provide student names.

Please return this form by **[*insert due date*]** to:

**[*Insert name*]**

**[*Insert phone number*]**

**[*Insert email address*]**