**Sample Letter from School District to Private Schools Located Outside**

**the District’s Boundaries That May Have Eligible Students**

**Residing Within the School District Boundaries**

Letterhead

*[Insert Date]*

*[Insert Name]*

*[Insert Address]*

*[Insert City, State, Zip]*

Dear *[Insert Name]*:

[*Insert name of school district*] is beginning to plan its Title I, Part A program for the next school year and needs *your* help to determine if there are any students who live in *our* school district and attend your school who may be eligible for Title I, Part A services. Title I, Part Aprovides services to children who need extra educational help and reside in Title I, Part A public school attendance areas.

Title I, Part A services can range from additional instruction that takes place during the school day, after school or during the summer, to other services that support a student’s learning. In addition to student services, Title I, Part A may provide professional development activities for the private school teachers of participating children and special activities for families of Title I, Part A-served students.

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

In order to determine the amount of funds available to support a Title I, Part A 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, Part A program, please call me at *[insert phone number]*.

Sincerely,

*[Insert Name]*

Attachment

Sample

Please return by [*insert return date*]

**Officials of Private Schools Outside the School District Boundaries**

**Interested in Having Their Students Who Live in the School District**

**Participate in the Title I, Part A Program**

Name of Private School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Private School Official \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Private School Official \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact (if other than person above)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check which applies:

\_\_\_\_\_ **Yes**, our school is interested and there is student data for the free and reduced-price lunch program. Provide a list of the addresses and grade levels of all students residing in [*insert name of school district*] and who meet the qualifications. Please do NOT provide student names.

\_\_\_\_\_ **Yes**, our school is interested, but there is no student data for the free and reduced-price lunch program. See directions below.

\_\_\_\_\_ **No**, our school is not interested.

If you **do not have data** on your students’ qualifications for the free and reduced-price lunch program, my office will contact you as soon as possible with assistance to collect this information in a timely manner.

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

*[Insert name]*

*[Insert phone and fax numbers]*

*[Insert e-mail address]*