May ##, 2016

[Name]

[School]

[School Address]

[City, State, Zip Code]

Via email

Dear [Name]:

Students in your school may be eligible for Title I and/or Title II services under the *Elementary and Secondary Education Act.*

* Title I, Part A, program provides services to both public and private school children who need additional educational help and who live in *Title I public school attendance areas*. Services can range from reading instruction during the regular school day to mathematics instruction after school to counseling services to a family literacy program during the summer. In addition to these student services, Title I may provide professional development activities for teachers of participating children and special activities for families of Title I students. ***To generate funds for Title I services, a nonpublic school must have low income students who would have attended a Title I public school in the district boundaries.***

To determine Title I eligibility, the nonpublic school will need to provide:

* the address(es) of any students who reside within the boundaries of the school district
* Grade level(s) of the student(s)
* Low-income status of the student(s)
* Title II, Part A provides services in preparation, training and recruiting of high quality teachers and principals. Nonpublic school teachers, principals, and other educational personnel are eligible to participate in professional development activities. ***To generate services for Title II, the nonpublic school must be in the boundaries of the district.***

Nonpublic school students and teachers may receive benefits, services, and materials from these programs. *Nonpublic schools do not receive direct funding from these programs.* The district always maintains control of the funds. More information about nonpublic services can be found at <http://www.isbe.net/grants/html/np_partic.htm>.

If you believe you are eligible for Title I and/or Title II services and are interested in learning more about the details regarding these programs, please send me an email at [contact email] by [**DATE]** so we may initiate the consultation process in a timely manner. If I do not hear from you by that time, I will assume you are not interested in participating in these programs. If you have any questions or concerns, please contact me at [contact email and phone].

Thanks you for all you do on behalf of students.

Sincerely,