# **Sample letter for non-public Title III participation**

**SAMPLE**

**THE BULLETED ITEMS BELOW ARE REQUIRED**

Name of School Official

Address

Address

City, State Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

Federal law requires all public school districts receiving funds under Title III Language Instruction for English learner (EL) and Immigrant students to provide equitable educational services to EL and Immigrant students and educational personnel in private schools that are located in the geographic area served by the school district. Title III is designed to improve the education of ELs by helping them learn English. These funds may be used to provide services such as enhanced instructional opportunities, supplemental programs, curricular materials, and professional development.

**The purpose of this letter is to organize a consultation meeting to discuss the available services under the Title III program, outline the steps necessary for your participation, and determine whether your school wishes to participate in Title III services. During the consultation meeting, we will also address the following:**

* How the EL children's needs will be identified.
* What services will be offered.
* How, where, and by whom the services will be provided.
* How the services will be assessed and how the results of the assessment will be used to improve those services.
* The size and scope of the services to be provided to the private school children and educational personnel.
* The amount of funds available for those services.
* How and when the LEA will make decisions about the delivery of services, including a thorough consideration of the views of the private school officials on the provision of contract services through potential third-party providers.

Please contact (contact name) at (telephone number) by (date) to arrange the consultation meeting. School districts are required to report their EL student counts to the Pennsylvania Department of Education by October 1 of each school year. If the non-public school does not respond by (date), the non-public school will be ineligible to participate in Title III supplemental services for this school year.