Dear [Name of independent school official]:

Under The Every Student Succeeds Act (ESSA), LEAs that receive Title I Part A, Title II Part A, Title III Part A, and Title IV Part A funds are required to facilitate the equitable participation of students, teachers and families of eligible independent schools in allowable activities funded under these programs. Only independent schools that are nonprofit and are approved or recognized by the state are eligible. This letter is an invitation from [name of LEA] for [name of independent school] to participate in activities under one or more of these funds during the coming school year.

Independent school officials must affirm interest in participating in one or more of the programs described below by responding to this initial outreach, then take part in meaningful consultation with the LEA.

**Title IA** is largely used to provides supplemental instructional services, such as academic interventions or extended learning time, to students at risk to not meet academic standards. This may include materials and training for staff who work directly with these students. Nonprofit independent schools both within and beyond the boundaries of the LEA may be eligible to participate, provided they enroll students from low-income households who reside in the LEA’s public school attendance areas served by Title I.

**Title IIA** is designed to increase student achievement by improving the quality and effectiveness of teachers, principals, and other school leaders. This is largely achieved by funding professional development, though there are additional allowable uses. Only nonprofit independent schools within the boundaries of the LEA are eligible to participate.

**Title IIIA** provides supplemental services that improve the English language proficiency and academic achievement of English Learners (ELs), including through the provision of language instruction educational programs (LIEPs) and activities that increase the knowledge and skills of teachers who serve Els. Only nonprofit independent schools within the boundaries of the LEA may participate.

**Title IVA** is intended to provide all students with increased access to a well-rounded education; to improve school conditions for student learning, often through social, emotional and physical health strategies; and to promote the effective use of technology in improving the academic achievement and digital literacy of all students, often through professional development. Only nonprofit independent schools within the boundaries of the LEA are eligible to participate.

As noted above, ESSA requires that timely and meaningful consultation occur between public LEAs and eligible independent schools prior to any decision that affects the opportunities of eligible independent schools to participate. The goal of consultation is for LEA and independent school officials to reach agreement on how the LEA will provide equitable and effective programs for eligible independent school children, staff, and families. Following receipt of your school’s intent to participate response, a representative from the LEA will reach out to schedule a consultation meeting.

This form must be be returned by [deadline date] to [LEA representative and contact information].

Sincerely,

[Signature]

[Name]

[Contact Information]

Intent to Participate in Equitable Services Under ESSA

**Name of eligible independent school:**

**Please check the appropriate response:**

[ ]  Our school(s) would like to discuss equitable participation in one or more ESSA programs in the coming school year. We agree to participate in a formal consultation meeting.

[ ]  Our school does not wish to participate in any ESSA program in the coming year.

**Independent School Representative Name:**

**Independent School Representative Signature:**

**Position or Title:**

**Phone:**

**Email:**

**Date:**