Date:

Insert: Name and address of private school

Subject: FYXXXX Letter of Invitation to Private Schools to Participate in Title II, part A Equitable Services

Dear Name of private school official

This letter is our annual invitation for your school to participate in the XXXXXXX Public School’s *Title II, Part A* program. *Title II, Part A* is a federally funded program that provides assistance for preparing, training, recruiting and retaining high quality teachers. Private school teachers, principals, and other educational personnel are eligible to participate in professional development activities to the extent that the LEA uses funds to provide for professional development. To be eligible to receive *Title II, Part A* services, i.e. the private school must be located within the school district boundaries.

To facilitate *Title II, Part A* services, I would greatly appreciate your completion of this short survey and return it to via e-mail to XXXXXX , via facsimile at 401-XXXXX, or via postal mail **by XXXXX**. If you have questions that you would like answered about the *Title II, Part A* program before you complete the survey, please call me at 401-XXXXX

Sincerely,

XXXXXXXX

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| --- |
| Note: Educational services or other benefits, including materials and equipment, must be secular, neutral and non-ideological. |
| Note: Materials may only be purchased to be used during a professional development activity or for specific training in the use of purchased materials. Materials for classroom implementation may not be purchased with Title II funds. |

**CONSULTATION  
WITH PRIVATE SCHOOL**

|  |  |  |
| --- | --- | --- |
|  | GENERAL INFORMATION |  |

Every Student Succeeds Act requires that *timely and meaningful* consultation occur with private school officials prior to any decision that affects the equitable services opportunities of eligible private school teachers and other educational personnel to participate in programs under the Act, and shall continue throughout the implementation and assessment of programs.

**The following topics *must* be discussed during the consultation process:**

* How the student's needs will be identified
* What services will be offered and evidence based studies to justify each activity and or series
* What programs/services will be offered
* How, where, and by whom the services will be provided
* How the services will be academically assessed and how the results of that assessment will be used to improve those services
* How the programs/services will be assessed /evaluated and how the results will impact teacher effectiveness and student learning
* The size and scope of the equitable services to be provided to the eligible private school children, the proportion of funds that is allocated under subsection (a)(4)(A) for such services, and how that proportion of funds is determined
* The method or sources of data that are used under subsection (c) and section 1113(c)(1) to determine the number of children from low‐income families in participating school attendance areas who attend private schools

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | PRIVATE SCHOOL PARTICIPATION | | | |  | |
| Complete the following chart showing private school participation | | | | | | | | |
| **Participation** | | **Date of Initial Consultation** | | | **Due Date for Program**  **Assessment Received** | | |
| Yes | No |  | |  |  |  | |
|  |  |  | |  |  |  | |

# FOR DISTRICT USE ONLY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | SIGNATURES |  |

# WE HEREBY AGREE that timely and meaningful consultation occurred before any decision affecting the participation of the private school. We understand that signature of this affirmation serves to acknowledge receipt of Title II funds appropriated as outlined in the attached application. Signatures below acknowledge that the applicant will forfeit all funds and participation if monies are not appropriately allocated and documented.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Private School | | Name of Private School Representative | |
| School District Representative Signature  ⮚ | Date Signed | Private School Representive Signature  ⮚ | Date Signed |

**Identity of Needs: To be completed by schools choosing to participate in Title II, part A.**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Name of Private School: | |
| Name and Title of Contact Person: | Email Address: |
| Address: | Telephone Number: |

**Professional Development Needs**

Needs identified via: (mark all that apply and provide an explanation to justify the need)

□ Test scores \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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□ Skills assessment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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□ Surveys \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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□ Professional needs of teachers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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□ Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Specific Staff Development Activities (Use additional sheets if more space is required.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activities related to the assessed needs listed above** | **Number of Participants** | **Begin Date** | **Duration (# of days)** | **Approximate or Actual Cost** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Activities must be **evidence based**, high quality, sustainable, intensive, and student focused in order to have a positive impact on teacher performance in the classroom and student achievement.

WE HEARBY AGREE the above assessments are accurate and the staff development plans are appropriate to meet the identified needs.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

(Providence Public Schools Representative) (Private School Representative)

**PROGRAM EVALUATION**

**Deadline for completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indicate the impact professional development activities paid by Title II, Part A funds had on teacher performance and student achievement.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Identify the data sources used to measure the effectiveness of the professional development. Include test scores, classroom implementation and observation, teacher surveys or others indicators and/data to support the outcome.**

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Compliance:

A private school official shall have the right to file a complaint with the State educational agency asserting that the local educational agency did not engage in consultation that was meaningful and timely, did not give due consideration to the views of the private school official, or did not make a decision that treats the private school students equitably.

Procedure:

If the private school official wishes to file a complaint, the official shall provide the basis of the noncompliance with this section by the local educational agency to the State educational agency, and the local educational agency shall forward the appropriate documentation to the State educational agency.

WE HEARBY AGREE the above evaluation has been satisfactorily completed and provides appropriate indicators and/data to assess the success of the professional development provided through Title II, Part A funds.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

(Providence Schools Representative) (Private School Representative)

WE HEARBY DISAGREE the above evaluation has been satisfactorily completed and provides appropriate indicators and/data to assess the success of the professional development provided through Title II, Part A funds.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

(Providence Schools Representative) (Private School Representative)

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| Note: Educational services or other benefits, including materials and equipment, must be secular, neutral and non-ideological. |
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