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 federal programs by responding to this initial outreach, then take part in timely and meaningful consultation with the LEA. For your reference, please review the allowable usage documents for each Title program: [Title IA](https://aoeknowledge.my.vermont.gov/s/knowledge-article?c__resource=All%20Resources&c__searchKey&c__recordId=jbHSWHAYVYOmVTqsKGZBRPhZ5aHX6okslGZSLxkwgoDYalUHo6ndzAHDObgXQ1hg&c__recordType=Articles&c__parentId=OrClDLRXxwfQQvfUDY%252F00LNVJx2xvXLs4H%252BkOkaurp52StsGWNefZSOIASgrVdGl&c__calledFromHubPage&c__calledFromTopicPage=true&c__hubTitle&c__topicTitle), [Title IIA](https://aoeknowledge.my.vermont.gov/s/knowledge-article?c__resource=All%20Resources&c__recordId=zc1bjijL3yRJTC3sVevHnwSHzEDXK1lMBekDnzaSnZzI9wqDOhGkmu0eKNq1u92L&c__recordType=Articles&c__parentId=41vFoNA0z5PbjomvoLRQAk5%252F6s8SPKgV5O%252FX95t7ytvovIhiy47o8qGcFtvPfDKg&c__calledFromHubPage&c__calledFromTopicPage=true&c__hubTitle&c__topicTitle=Title%20II%2C%20Part%20A), [Title IIIA](https://aoeknowledge.my.vermont.gov/s/knowledge-article?c__resource=All%20Resources&c__searchKey&c__recordId=451feBAWhKZyqZ8IGECjZqkIhfZPOWqyHVpkNWYl08YN362Dtpb79QTI03qSxUb8&c__recordType=Articles&c__parentId=C9QwzDqhJpb3udgWfqz8fGHiBjUYCm3bDL5BK1VEyroBP8VQSjGR%252BpxQmk6LuCLG&c__calledFromHubPage&c__calledFromTopicPage=true&c__hubTitle&c__topicTitle) and [Title IV](https://aoeknowledge.my.vermont.gov/s/knowledge-article?c__resource=All%20Resources&c__recordId=%252FIR1IEapxWQeiOivFR563W2QfTyo8OLx1j2IKqU9sqQlVEipHoQaR8fsAhAVarRZ&c__recordType=Articles&c__parentId=wQ%252Fs%252B3%252BZEcacojW1dweC27LuaAGXvBhO98NLpeAwfivtjPsxkZjwI0fJ9dTU3VXF&c__calledFromHubPage&c__calledFromTopicPage=true&c__hubTitle&c__topicTitle=Title%20IV%2C%20Part%20A).

The goal of consultation is to reach agreement on how [name of LEA] will provide equitable and effective services 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 our first consultation meeting.

The attached intent to participate form must be returned by [due date] to [LEA representative and contact information].

Sincerely,

[Signature]

[Name]

[Contact Information]