# LEA Request for Consultation Letter (sample)

(District Letterhead)

(Date)

Dear (Nonpublic School Representative):

The [LEA Name] will soon apply for grant funds under the Elementary and Secondary Education Act (ESEA). The ESEA-ESSA application includes the following formula programs:

* Title I, Part A: Improving Basic Programs Operated by Local Education Agencies
* Title II, Part A: Supporting Effective Instruction
* Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
* Title III, Immigrant — Enhanced Instructional Opportunities for Immigrant Children and Youth
* Title IV, Part A: Student Support and Academic Enrichment Grant

Before making application, we are required to consult with you in order to identify the needs of children and teachers enrolled, and/or employed in your school, who are within our jurisdiction. A virtual planning meeting will take place at [time] on [date) via (link). Please email response [email address] to confirm your participation. If unavailable, please email to request a different meeting date. Input must be received no later than the meeting date indicated above.

If you do not wish to participate in one or more of the programs listed above, please complete the enclosed Nonpublic School Participation Refusal form and email to me within two weeks of receipt of this letter.

Sincerely,

Chief School Administrator

Enclosure