Date

Dear Private School Administrator,

Each year the Virginia Department of Education requires public school divisions to inform private schools of their eligibility to participate in all federally funded grant programs to include the following:

* *Title I, Part A (Improving Basic Programs);Title I, Part C, (Education of Migratory Children);*
* *Title II, Part A (Supporting Effective Instruction);*
* *Title III, Part A (Language Instruction for English Learners and Immigrant Students);*
* *Title IV, Part A (Student Support and Academic Enrichment Grants);*
* *Title IV, Part B (21st Century Community Learning Centers); Title IV, Part A (Student Support and Academic Enrichment Grants); and*

In order to comply with this directive, it is our responsibility to ascertain the number of students enrolled in each private school, and whether the private school wishes to participate in these federally funded programs. Your assistance in completing the attached forms is greatly appreciated.

You are invited to attend an informational meeting about Virginia public schools federally funded grant programs. The meeting will be held on **(date, time, place, address)**. **Please call (xxx) 000-0000 to RSVP your attendance by (date)**.

Sincerely,

Director Federal Programs

**Program Descriptions and Contact Information**

***Title I, Part A, Improving Basic Programs***

Title I, Part A, provides supplemental educational services for ***eligible*** private school students in need of instructional support. A needs assessment is necessary in order to determine the eligibility of students in the private school.

The goal of Title I, Part A, is to provide instructional services and activities to meet the needs of disadvantaged children identified as failing or most at risk of failing the state’s challenging performance standards.

The allocation of funds is based primarily on low-income data.

**Contact:**

Federal Coordinator

(xxx) 000-0000

***Title II, Part A, Supporting Effective Instruction***

Funds are made available to improve teaching and student learning in the core subject areas.  Activities provide sustained and intensive high-quality professional development that can help students achieve high academic standards.

**Contact:**

Federal Coordinator

(xxx) 000-0000

***Title III, Part A, Language Instruction for English Learners and Immigrant Students***

Title III provides educational services for ***eligible*** private school students who are identified as **English Learners**.

**Contact:**

Federal Coordinator or

(xxx) 000-0000

***Title IV, Part A, Student Support and Academic Enrichment Grants***

The Student Support and Academic Enrichment (SSAE) program is intended to increasing the capacity of local educational agencies, schools, and local communities to provide all students with access to a well-rounded education, improve school conditions for student learning, and enhance the use of technology in order to improve the academic achievement and digital literacy of all students.

**Contact:**

Federal Coordinator

(xxx) 000-0000

***Title IV, Part B , 21st Century Community Learning Centers (CCLC)***

The 21st CCLC program supports the creation of community learning centers that will provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and mathematics; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.

**Contact:**

Federal Coordinator

(xxx) 000-0000