

Sample Invitations and RSVP Form for Equitable Services

The purpose of the following samples is to indicate the type of information that should be conveyed and offer suggested phrasing.

The samples are written as if a district is sending invitations as hard copies through the mail. However, a district may use email or an online platform as part of their system for invitations and responses.

Regardless of delivery mode, districts must comply with the requirement for “verifiable delivery” to account for “non-responses,” as described in [Part 2 of the Guidelines](#).)



Sunflower School District

SAMPLE FIRST INVITATION

February 5, 2024

Raven Finch or Current Lead Administrator
Eagle's Nest Private Academy
123 Tail Feather Drive

Dear Principal Finch or Current Lead Administrator:

Sunflower School District (SSD) invites you to meet and consult regarding your school's possible eligibility for equitable services through the following grants under the federal Every Student Succeeds Act (ESSA). The meeting is at 150 Garden Lane, but virtual attendance may be arranged. **Only non-profit schools are eligible for these services.**

- Title I-A – Assistance for Academically At-risk Students
- Title II-A – Professional Development
- Title III-A – Support for English Learners and Immigrant Students
- Title IV-A – Student Support and Academic Enrichment

Your school's participation in these services, would **require you to take the following steps.**

- Respond to this invitation no later than March 11, 2024. Please see the attached RSVP form.
- Attend or send a representative to one of the initial consultation meetings listed on the RSVP form.
- Sign documentation, no later than May 3, to formally accept services from one or more of the grants.
- Engage in ongoing consultation throughout program implementation.
- Comply with other deadlines throughout the year to ensure effective and timely implementation.

Please note the following.

- SSD is allowed by federal law to provide only services from these grants, not funds. All services and related fiscal actions must be performed by SSD and may not be delegated to private schools.
- Attendees should come to the meeting prepared to discuss their academic programs and the needs that may be addressed through these services. See *Part 5* of the [DPI Guidelines for Equitable Services](#).
- Title I-A participation requires:
 - valid criteria for identifying academically at-risk students and plans for assisting them and
 - methods of counting low-income students. See *Part 6* of the [DPI Guidelines for Equitable Services](#).
- Title III-A requires counts of English learners and/or immigrant students.
- If a private school is unable to bring the above information to the meeting, the district can assist in collecting it shortly afterwards.
- Feel free to contact other districts to inquire about Title I-A services they might provide to any of your student who reside in their enrollment zones. This would not affect any services offered by SSD.

No later than March 11, 2024, please return the enclosed RSVP form in the pre-stamped envelope provided. (I recommend you make a copy your records.) If you do not wish to consult, your RSVP is still very helpful to us. Please contact me if you have any questions.

Sincerely,

Nestor Hawkins
Director of Federal Programs
123-456-7890 or NHawk@Sunflower.k12.us



Sunflower School District

SAMPLE RSVP FORM

RSVP for Initial Consultation for 2024-25 Equitable Services at 101 Garden Lane, Room 150

Your prompt response is extremely helpful in our efforts to make services available while avoiding the need to reach out multiple times.

Thank you!



Please provide the following contact information.

School: _____ Principal or lead administrator name: _____

Street address: _____ City: _____ State: _____ ZIP: _____

Phone number: _____ Email: _____

Will your school engage in consultation?

___ No, thank you. We understand that by not attending the consultation meeting, our school will not be offered ESSA equitable services from SSD.

OR

___ Yes, my school will consult about the availability of services under ESSA for the upcoming school year.

(OPTIONAL INFORMATION) The following person will attend the consultation:

___ The principal or lead administrator listed above OR

___ The following representative (if different from above):

Name: _____

Position: _____

Phone: _____ Email: _____

Please select only one meeting.

___ March 20 9:00 A.M. – 10:30 A.M.

___ March 22 1:00 P.M. – 2:30 P.M.

___ April 10 9:00 A.M. – 10:30 A.M.

___ An alternative meeting time is needed, please.

Please select meeting preference.

___ In-person at 101 Garden Lane, Room 150

___ Virtual via a Teams link that will be provide by SSD

___ Either



Sunflower School District

SAMPLE SECOND INVITATION (A second invitation may have identical wording as the first. This sample has slightly different wording.)

February 19, 2024

Raven Finch or Current Lead Administrator
Eagle's Nest Private Academy
123 Tail Feather Drive

Dear Principal Finch or Current Lead Administrator:

On February 5, I sent you an invitation to consult regarding equitable services through the federal ESSA grants listed below, but I have not received a response. I am sending this second invitation to make sure you are informed of this opportunity. The meeting is at 150 Garden Lane, but virtual attendance may be arranged.

Only non-profit schools are eligible for these services.

- Title I-A – Assistance for Academically At-risk Students
- Title II-A – Professional Development
- Title III-A – Support for English Learners and Immigrant Students
- Title IV-A – Student Support and Academic Enrichment

Your school's participation in these services, would require you to take the following steps.

- Respond to this invitation no later than March 11, 2024. Please see the attached RSVP form.
- Attend or send a representative to one of the initial consultation meetings listed on the RSVP form.
- Sign documentation, no later than May 3, to formally accept services from one or more of the grants.
- Engage in ongoing consultation throughout program implementation.
- Comply with other deadlines throughout the year to ensure effective and timely implementation.

Please note the following.

- SSD is allowed by federal law to provide only services from these grants, not funds. All services and related fiscal actions must be performed by SSD and may not be delegated to private schools.
- Attendees should come to the meeting prepared to discuss their academic programs and the needs that may be addressed through these services. See *Part 5* of the [DPI Guidelines for Equitable Services](#).
- Title I-A participation requires:
 - valid criteria for identifying academically at-risk students and plans for assisting them and
 - methods of counting low-income students. See *Part 6* of the [DPI Guidelines for Equitable Services](#).
- Title III-A requires counts of English learners and/or immigrant students.
- If a private school is unable to bring the above information to the meeting, the district can assist in collecting it shortly afterwards.
- Feel free to contact other districts to inquire about Title I-A services they might provide to any of your student who reside in their enrollment zones. This would not affect any services offered by SSD.

No later than March 11, 2024, please return the enclosed RSVP form in the pre-stamped envelope provided. Failure to meet this deadline will jeopardize your school's eligibility to participate. If you do not wish to consult, your RSVP is still very helpful to us. Please contact me if you have any questions.

Sincerely,

Nestor Hawkins
Director of Federal Programs
123-456-7890 or NHawk@Sunflower.k12.us