

## Equitable Services Technical Assistance Template for 21<sup>st</sup> CCLC Programs

**(Insert LEA letterhead)**

**(Insert Date)**

**(Insert Recipient Name)**

**(Insert Title)**

**(Insert Private School Name)**

**(Insert Address)**

**(Insert City, ST, ZIP Code)**

Dear (insert private school administrator's name),

We are writing to inform you that **(Insert name of 21<sup>st</sup> CCLC program)** has been recommended for funding to operate a 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) program for the 2018-19 program year. 21<sup>st</sup> CCLC funding is intended to establish or expand community learning centers that provide free, high-quality programming to students during non-school hours or during periods when school is not in session. 21<sup>st</sup> CCLC programs in Florida are required to provide students with tutorial services, academic enrichment, personal enrichment, family members' support and a broad array of additional services.

This 21<sup>st</sup> CCLC program is located at **(Insert the name of the site location)**. The target students attending **(Insert name of target school(s) in the approved application)** and students enrolled in private, non-profit schools in the geographic area served by the program site(s) are eligible to attend all aspects of the 21<sup>st</sup> CCLC programming. Similarly, teachers and other educational personnel are welcome to participate in our equitable services, including our professional development opportunities.

As required by the Every Student Succeeds Act (ESSA), we are obligated to provide eligible, non-profit, private schools with timely and meaningful consultation, the ability to present their views, the opportunity to have those views seriously considered and the ability to have a discussion of viable options for ensuring equitable participation of private school students, teachers and other educational personnel.

We have attached information regarding our 21<sup>st</sup> CCLC program and an application packet for you to distribute to any interested parents.

Please feel free to email **(Insert 21<sup>st</sup> project director's name)** at **(insert email address)** if you have any questions or if you are interested in learning more about this opportunity.

Sincerely,

**(Project director's name)**