Date

«School\_District»

«Superintendent»

«Title»

«Address»

«City» , «State» «Zip»

RE: NYS CONSOLIDATED GRANT APPLICATION FEDERAL ESSA TITLE FUNDS

Dear

Under guidance issued by the U.S. Department of Education Office of Nonpublic Schools and The New York State Education Department, as part of the New York State Consolidated Title Application, nonpublic schools wishing to participate in shared activities may direct local public school districts to purchase services from a common provider.

The provider of services for «School\_Name» for the 2024-25 year is the New York State

Coalition for Independent and Religious Schools (NYSCIRS) PO Box 4761, Halfmoon, NY

12065. For professional development planning purposes, please email Carol Hayes,

nyscirs338@gmail.com, the dollar amount indicated on the Private School Participation Form of the Title Grant Application. Please indicate the school name and Title IIA allocation amount in the email. If there are carryover funds, please indicate this as well.

In your consultation with «Principals\_Name» you will be provided with a description of the

proposed services for your approval. After services are completed, NYSCIRS will provide you with agendas, participant sign-in sheets, and a detailed description of services with an invoice. Additionally, as in previous years, NYSCIRS charged a 5% administrative fee. This fee is in addition to the Title IIA allocation and may not be taken from the non-public school allocation. Beginning in September 2024, NYSCIRS is partnering with ClassWallet (an education finance digital platform) to provide administrative efficiencies and greater transparency. While this service is included in the 5% administrative fee NYSCIRS charges, ClassWallet will charge vendors that the school/diocese contracts with a 2.5 % service fee (which is included in the 5% administrative fee.)

Thank you for your cooperation. Please contact or Carol Hayes at (518-280-9807) should you have any questions.

Sincerely,

cc: Carol Hayes