

July ##, 2017

Grants Management
New York State Education Department
89 Washington Avenue
Room 481 EBA
Albany, NY 12234

Dear Sir or Ma'am;

On July ##, 2017 I meet with name (head of school) of the School with no kids or doesn't want funding. Presently the school is serving no students. OR Presently the school does not wish to receive Title I funds. I informed head of school on the Title I and Title IIA program and head of school was interested in learning more about Title I and Title IIA services. I informed her in general about the program. We agreed I would inform her next year of the availability of funds and we would again meet to access the eligibility of any students at the school. I left Ms. Head of school with my contact information should she have any further questions.

For the Record,

Christopher Semler