

**Title IIA Letter Template  
Statement of Services Requested**

**Date**

**Superintendent's Name**

**School District**

**Address**

Dear **Superintendent's Name**,

This is to notify you that **Name of your school** wishes to have its allocation for the 2021-2022 Title IIA Professional Development Program put in code 49 on your FS-10 form for the purpose of purchasing services from Erie 1 BOCES.

**Your School's Name** will be using their Title IIA funds for professional development provided by Erie 1 BOCES. The professional development activities, which are aligned with NYS initiatives regarding standards, assessment, data driven Instruction, Great Teachers and Leaders and technology integration, will be made available for teachers and principals. In particular, we will use funds to target teaching and learning strategies that will help students meet the goal of NYSED of college and career readiness.

We will be using Title IIA funds for workshops, and professional development resources. Staff and administrators who attend these events will take what they have learned back to their buildings or classrooms and implement or share strategies with students and other faculty. We will focus on teaching and learning strategies that engage students in meaningful work. The workshops and or conferences will also emphasize the importance of a positive learning environment that promotes success and meets the needs of our diverse population. The workshops and/or conferences will continually reinforce the value of education and recognize and reward student achievement. By signing this letter, **Your School's Name** understands and agrees that by joining the Erie 1 BOCES Title IIA Shared Services Consortium the teachers and administrators will participant in workshops and/or conferences provided by Erie 1 BOCES. If there are any excess funds above the cost to join the consortium, **Your School's Name** will work with your district for Title II, Part A professional development activities to exhaust all funds within the 2021-2022 grant year.

In the event that our school should close at some point due to closings or consolidations, any resources purchased with these funds will be returned to the district.

Sincerely,

**Your School Principal's Name**

C: Mary Jo Casilio, Erie 1 BOCES  
Daphne Fitzgerald, Erie 1 BOCES  
Christian Riso, Department of Catholic Education