

SAMPLE LETTER

Dear Parent or Guardian:

[Insert name of your school district or public school academy] may be eligible for federal and state funds to provide additional educational services. This will enable staff and parents to design and implement programs to assist all children in achieving high academic standards.

The funds available to each district/academy are based primarily on the number of enrolled pupils whose families meet the income eligibility criteria for free meals or free milk. Even if the district/academy does not have a meal program, it can receive funds for educational services if it is able to provide a count of pupils who meet the income guidelines.

In order for your district/academy to receive additional funding, families that meet the income criteria must complete and return the enclosed application. We cannot approve an application that is not complete. The "Determination of Eligibility for Title I and Section 31a, At-Risk Funding" application and instructions are enclosed with this letter.

If you have any questions, please feel free to contact me.

Sincerely,

Enclosures