

## PARENT SURVEY LETTER TEMPLATE (ENGLISH)

(Place on school letterhead)

Date

Dear Parent or Guardian,

Your help and support with securing federal funding for our schools would be greatly appreciated.

Each year our district receives over \$10 million in Impact Aid funding. This is not automatic – we must apply for it each year. The U. S. Department of Education requires that a survey be conducted on a common day every year and a claim be filed based upon the forms received. We are not allowed to use enrollment cards for this purpose.

In order to apply, we need information from you. Your response helps increase the dollar value of the district's claim.

Please fill out the enclosed form completely and return it to us. *The information should be for the date of October 4, 2017*, the survey date for this year. These forms are kept confidential and are used for the purposes of filing this claim only.

Thank you very much for your time and for helping us to obtain this valuable funding for our students.

Sincerely,

Name of Principal

Name of School

**NOTE:** This letter is approved for Impact Aid Program use only. **Do not** change the contents of this letter other than to add school letterhead, date, principal and school names. Once you have copied this letter onto your letterhead, please remove the heading at the top of the page along with this entire paragraph.