[insert school logo or use letterhead]

[insert date]

Dear Parents,

Once again, we are working closely with Charlotte County Public Schools to implement federal Title I services at our school next year. Title I program services are offered to eligible students who would benefit from additional support in acquiring the knowledge and skills they need to meet our challenging achievement standards. In addition, parent involvement and professional development activities are provided to parents and teachers of participating students. These additional resources support each child in attaining higher levels of mastery.

You are receiving this letter because our school records indicate that you reside in a public school attendance zone that receives Title I funding for its public school. You are **not** receiving the form because your child is in need of any academic support.

For our school to take advantage of the opportunity to receive Title I services, we would greatly appreciate you taking the time to complete the enclosed Income Verification Survey. This completed form is essential, as funding for the program is determined by the number of our students who live in a Title I public school zone *and* meet certain income requirements. The survey asks you to indicate the number of people residing in your home full-time, and a general income range for your household size. All information on the survey is in the strictest confidence. Only Charlotte County Public School’s Title I representative will view the survey form to verify federal Title I program requirements.

**Please complete and return your Income Verification Survey to my office in the enclosed envelope no later than [insert date]**. The information is due at the Title I district office no later than April 15, 2019. The sooner surveys are returned to us, the sooner we may plan for the program and services to our eligible students. If you have any questions please feel free to contact me at [insert telephone number]. Thank you for your assistance in providing information to support the academic success of our students.

Sincerely,

[Insert school administrator name]

[Insert school administrator title]

Enclosure: Income Verification Survey

Confidential Return Envelope