[insert date]

Dear Parents,

Once again, we are working closely with the School Board of Sarasota County to implement federal Title I services at our school next year. The Title I program would be offered to eligible students who would benefit from additional support to acquire the knowledge and skills they need to meet our challenging achievement standards. In addition, parent involvement and professional development activities would be provided to parents and teachers of participating students. These additional resources are used to support each child in attaining higher levels of mastery. You are receiving this letter because our records indicate that you reside in a public school attendance zone that receives Title I funding, *not* because your child is in need of any academic support.

In order 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, 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 and a general income range for your household size. All information on the survey will be kept in the strictest confidence. Only Sarasota County’s Title I representative will view survey form.

Once completed, **please 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 May 31. The sooner this information is returned to us, the sooner we may plan for the program. If you have any questions please feel free to contact me at [insert telephone number]. Thank you for assistance in providing information in support of the academic success of our students.

Sincerely,

Principal

Enclosure: Income Verification Form

Return Envelope