Note: This letter if for private school leaders to explain the equitable services opportunities and request for additional information.

[Insert Date]

Dear Families:

Our local school district is responsible for implementing a federal education program entitled Title IA: Improving Basic Programs, which offers instructional services to public and private school children who are at risk of failing. The additional instruction provided by the Title I program helps participating children acquire the knowledge and skills they need to meet challenging achievement standards.

We have an opportunity for our children to receive these services, but I need you to complete the enclosed family survey form. The information you provide will determine the amount of funds the school district has available for these special services. Thank you in advance for completing this form. Your answers will be strictly CONFIDENTIAL. Only I will use this information. To protect your confidentiality, names are not required.

This information is very important and it will help our children to continue to participate in the Title I education program. Please help us help your children.

Please return the **Income Eligibility Guidelines/Determination Form** to my office in the enclosed envelope marked with my name and “Confidential Information.” I need them no later than [insert date]. Remember that this information is CONFIDENTIAL. I will be the only one to read it.

If you have any questions please call me at the school office at [insert telephone number].

Thank you for your support as we work to provide services to our students.

Sincerely,

Principal

Enclosures