

Template Impact Aid Parent Letter

In order to qualify for Federal Impact Aid funding, school districts must obtain information about the federally connected students enrolled in their schools. One effective way to do this is by using a Parent Survey, where the district sends a form home to parents and asks them to complete and return a survey regarding their federally connected status.

The following is a template Impact Aid letter that districts can use to introduce the Parent Survey as a necessary component of ensuring that maximum Impact Aid funds are given.

Sample Letter

Date: _____

To: Parents/Guardians of Students at _____ School District

During this time of continuing economic uncertainty, _____ Schools must pursue every potential source of funding to support our important work of preparing students for success. A Federal funding opportunity called Impact Aid is designed to assist local school districts that have lost tax revenue due to their enrollment of students from families who live on tax-exempt Federal properties. Impact Aid funds become part of the school system's general operating budget and support instructional activities for all students. This year, we plan to use the funds to support things such as teacher salaries, classroom equipment and books, extracurricular activities, and special enrichment programs.

To qualify for Impact Aid funding, we must collect information about federally connected children enrolled in our schools. **Therefore, we ask all parents to complete the attached survey form to help us qualify.** With your help in providing accurate information on the attached form, we can secure the maximum allowable Federal funds. If you are not in the military and are not employed on Federal property, please check the applicable boxes and return the survey. We will use these surveys only to determine the percentage of forms returned across the district. All of the survey forms will be treated as confidential information and will be used for no other purpose than stated here. The information you provide on the form is confidential and will be available only to school and Federal officials.

Please complete and return the attached form to your school's office by _____.

If you have any questions or need help in completing the attached form, please do not hesitate to contact your school's principal, _____.

We appreciate your cooperation and assistance in supporting the work of _____ Schools. Together we can continue to prepare children for successful futures.

Sincerely,

(District Superintendent)