

Letterhead

[Insert Date]

Dear Family:

We need your help! [Name of private school] has an opportunity for the children who really need extra academic support to receive it through the Title I program under the *Elementary and Secondary Education Act*, but we can't do it without YOU! These extra services will only come to the children if you fill out the attached survey.

In order to determine the funding available for this wonderful program, we must have an accurate count of children from low-income families. I want to assure you that your privacy will be protected and that no names are required on the attached family survey form. Each form has a unique identifying number only to monitor the total of surveys returned, and the match between your name and the number is confidential. *Only* the address and grade levels are provided to the school district so that its staff members can determine the funding for the Title I program for the eligible children.

Thank you for giving this your immediate attention. If you have any concerns or questions, please call me at [insert phone number and e-mail address].

Sincerely,

[Private school principal or LEA Title I Coordinator]

Enclosure