

School District Letterhead

Insert Date

Dear Parents,

You may know that the [Insert name] School District has participated in a program known as E-Rate for the past several years. E-Rate (Educational-rate discount) is the common name for the Universal Service Fund (USF) for schools and libraries and provides discounts to schools and libraries across the country to ensure that we receive affordable access to certain universal services.

Since the 1997-98 school year, the [Insert name] School District has received substantial discounts on local and long distance telephone service, Internet access, and the internal connections to build and maintain computer networks that are connected to the Internet. **We are now entering the tenth year of the program, and we need your help.**

The level of discounts our school district and community libraries receive is determined by the income level of the families of our students. **These savings help improve communication and educational opportunities for our children at our school sites, and save the district and taxpayers a substantial amount of money.**

You can greatly assist the [Insert name] School District in qualifying for the largest discount allowable by providing us with some very general information. Please take a minute to fill out and return the attached form to [Insert contact person's name/address] before [Insert date]. **This information will remain confidential and will be reported only as a total group, not by individual families, and will not be used for any other purposes except E-rate.**

We need everyone to return this survey – not just those families that fall within the income levels described – in order for the survey to be considered valid.

Thanks for your participation in helping [Insert name] School District stretch its resources to best serve all students. If you have any questions, please call our office at [Insert telephone number].

Thank you,

Name
Title