**Customize and send this letter and form to families**

**on or after October 1, 2021**

Dear Parents/Guardians:

Each year our school is eligible to receive Impact Aid funding based on the number of forms we receive back from parents for our Impact Aid Application. We will include the information from the student survey forms for our Impact Aid application, which is due in January 2022.

Impact Aid funds generate funding for our school to provide quality education to our federally connected children. The more students we can count, the more likely we will be to qualify for funding and the higher the percentage of funding our school will be eligible to receive.That is why it is very important for parents/guardians of every eligible student to fill out, sign, date and submit an Impact Aid form.

**If you believe that your family meets one or more of the characteristics below as of October 1, 2021**, please complete and return the enclosed Impact Aid form by **[School to add a deadline. Reminder: 1st Round of Completed Forms due to CSI on 12/10]**:

1. Student **resides on federal property (ex: military base).**
2. The student’s parent or guardian **is serving in the military (ex: active duty).**
3. The student’s parent or guardian **works for the federal government or works on federal property (ex: military base, national forest land, VA medical center).**

**If you do NOT meet any of the categories above**, please do NOT complete the form.

All information provided from you will be considered confidential.Please do not hesitate to call your child’s school if you have further questions or concerns.

Sincerely,

**[School Contact]**

**Instructions for Completing the Impact Aid Form**

**Who Should Complete the Form**

**Only families who believe they meet one or more of these criteria below should complete the form:**

1. Student **resides on federal property (ex: military base).**
2. The student’s parent or guardian **is serving in the military (ex: active duty).**
3. The student’s parent or guardian **works for the federal government or works on federal property (ex: military base, national forest land, VA medical center).**

**If you do NOT meet any of these criteria, STOP HERE. You do NOT need to complete the Impact Aid Form.**

**How to Complete the Form**

All families who believe they meet one or more of the criteria above should follow these instructions to ensure the form is complete before returning a signed copy to the school.

* **Every parent/guardian** should enter the **School’s Name** at the top of the form.
* **Every parent/guardian** should complete **Part I** “Student Information.”
	+ IFyou **live on federal property, enter the name of the property** in this section as well.
* **Every parent/guardian should complete either A, B, or C of Part II:**
	+ IF the parent/guardian **is on active duty**, **complete Part II A)** “Uniformed Services.”
	+ IF parent/guardian is both an **accredited foreign government official and a foreign military** **officer**, complete **Part II B)** “Foreign Military.”
	+ IF parent/guardian **works on federal property**, **complete Part II C)** “Civilian.”
* **Every parent/guardian** should complete **Part III** “Parent/Guardian Signature.”