***TO: Elementary and Secondary Administrators***

***FROM: Louis P. De Angelo, Ed.D.***

***RE: Family Survey for Federal Programs***

***DATE: August 2023***

The enclosed survey form helps to determine the level of your school’s participation in federal programs. The results of these surveys will also be used to determine your percentage of poverty for E-rate and diocesan reports. It is extremely important that you send the survey to every parent/guardian in order to identify all the low-income students who attend your school.

The need to locate and identify every low-income child in our schools has been a challenging task that has fallen upon all of our principals, not just those with Title I (remedial education) programs. The survey results will affect your school, even if you don’t have a Title I program. We cannot emphasize how important it is that collecting this information continues to be done in a very thorough fashion.

**Before sending out the parent survey forms, the surveys must be numbered to insure anonymity.** Each family should be assigned a family number. Please make every effort to contact parents if they don’t return the survey. All the completed survey forms are confidential and are to be retained in your school for the current year. Addresses of low-income students identified through this process must be provided so that we can continue to receive our just share of federal dollars.

**Retain the affirmative survey forms (those which have a “yes” response in any of the numbered questions 1, 2, 3, or 4) in your local school for five years.**

Thank you for your continued support and cooperation with regard to this important matter.

**DOCUMENTS TO BE RETURNED TO CSO**

The following three items must be returned in print form to the Catholic Schools Office by ***Friday, October 6, 2023.***

1. Federal Programs Survey School Response Form 2023 – 2024
2. A copy of each survey that has a “YES” checked, in any of the questions numbered

1, 2, 3, or 4.

***NB: Be certain to copy both sides of each survey.***

1. A copy of a family list with the individually assigned number next to each family

**BEFORE SENDING SURVEYS TO CSO**

* Is your school ID # listed on the top right corner of each Family Survey?
* Is the Family ID # listed on the survey?
* Have both sides of the survey been completed?
* Is the correct School District listed for the students’ residence?
* If you are returning copies, have you copied both sides of the survey?
* Is all information on copied surveys legible?
* Return only print copies of surveys. Emailed or faxed copies will not be accepted.

**SCHOOL RESPONSE FORM**

* **If you have students who qualify BUT do not live in the state where your school is located, do not include them in the School Response Form**. However, send them in with the rest of the forms because these can be used in calculating your E-rate discount.

**Since federal funds are generated by students in grades Kindergarten and above, do not include families who have students in Pre-Kindergarten only, in your count. You may wish to have these families complete the forms, but, do not count them in your totals.**

PLEASE AIM FOR THE HIGHEST PERCENT OF RETURNS.

# INSTRUCTIONS FOR PARENTS

* ***Each family is asked to answer questions 1, 2, 3, 4, and either question 5 or 6.***
* ***Each family must complete both sides of the survey.***

**FAMILY SIZE**

* This number must be the same as the household size circled in question # 4. Ordinarily, the size of a family is equal to the number of children and one or more adults.

**ADDRESS**

* This must be a street address; PO Box addresses cannot be used. Student must reside in the state where your school is located to be included on your School Response Form.

**GRADE** – Grades must be listed for each child.

**FEDERAL PROGRAMS SURVEY 2023-2024 SCHOOL RESPONSE FORM**

**School: School Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***If you have students who qualify BUT do not live in the state where your school is located, do not include them in the School Response Form.***

A. Total Number of K-12 Family Surveys Sent \_\_\_\_\_\_\_\_

B. Total Number of K-12 Students Enrolled in School \_\_\_\_\_\_\_\_

C. Total Number of K-12 Family Surveys Returned \_\_\_\_\_\_\_\_

D. Total Number of K-12 Students included in Returned Surveys \_\_\_\_\_\_\_\_

E. Total Number of K-12 Family Surveys Not Returned \_\_\_\_\_\_\_\_

F. Total Number of K-12 Students Included in Non-Returned Surveys \_\_\_\_\_\_\_\_

G. Total Number of Yes Surveys Returned \_\_\_\_\_\_\_\_

H. Total Number of K-12 Students Included in Yes Surveys \_\_\_\_\_\_\_\_

In order to check the accuracy of reporting, please use the following formula:

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**C + E = A D + F = B**

If we have to contact the school about the forms and someone other than the principal has the information, please provide us with that person’s contact information.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Principal’s Signature Date*