

**Sample Letter to Parents (re: School Meals Applications)
from Principals**

September 2001

Dear Parent:

Welcome back! I hope you and your family are well rested and ready for the upcoming school year.

I am writing to ask you to please complete and return the enclosed School Meals Application, *even if you do not think your child will qualify for a price reduction*. Much of our school's state funding for school resources is based on information drawn from these applications. This includes money for library books, classroom furniture, school supplies, and other educational resources. These applications are **strictly confidential**.

Our School Breakfast and Lunch programs are available to all students and provide brand-name healthy food at a low cost or for free. There is no need to sign up in advance; students may take advantage of the Breakfast or Lunch program on any day. The price of your child's meal will be determined by the enclosed application; students without applications on file will be charged _____ cents (full price) for breakfast and for lunch.

Please feel free to call me if you have questions or concerns. Thank you for your help.

Sincerely,

Principal