



September 28, 2018

Dear Parent(s)/Legal Guardian(s):

Our schools are heavily impacted with federally-connected students – those parents/guardians who work on federal property in Maryland, live on federal property in Maryland, and/or are active duty military personnel. Because of this impact, we receive federal grant funds to operate and maintain our schools and enrich school programs. To receive these funds, the U.S. Department of Education (USDE) requires us to survey each student to determine eligibility. The information has to be based on the survey date, September 30, 2018.

Please be assured that all information collected is confidential and used only for the stated purpose. The Impact Aid grant application provides only collective information on the numbers and locations of federally-connected students attending our schools. In order for the school system to apply for the Impact Aid Federal Funds, this section of the questionnaire is necessary to determine the following:

1. Are either parents, stepparents, or legal guardians residing with the student, on active duty in the uniformed services?
2. Are any of the parents, stepparents, or legal guardians residing with the student, active members of the military reservist?
3. Are any of the parents, stepparents, or legal guardians residing with the student, active members of the National Guard?
4. Are any of the parents, stepparents, or legal guardians living with the student, a civilian employee of the Department of Defense (DOD) on federal property?
5. Are any of the parents, stepparents, or legal guardians living with the student, otherwise employed on federal property?
6. Are either parents, stepparents, or legal guardians NOT residing with the student, on active duty in the uniformed services?

To assist you:

- We have preprinted the student information on the survey form (reverse side of this letter).
- If correct, please sign/date the form, and return it to school as soon as possible.
- If correction is needed, please cross out any incorrect information, and make the correction in the space allotted. **Please spell out all corrections. USDE will not accept abbreviations or acronyms.**
- Please make sure all required boxes are completed in full detail (employer branch/division, street address). **Please spell out the name of your employer and physical work address. USDE will not accept abbreviations or acronyms. (See example to the right).**
- There should be TWO employment addresses – (1) the employer and (2) the Federal property (see example at right). **Please spell out the name of your employer and physical work address. USDE will not accept abbreviations or acronyms.**

Employer  
7th Signal Command  
423 22nd Street  
Fort Gordon, GA 30905

Federal Property  
Fort Gordon  
307 Chamberlain Avenue  
Fort Gordon, GA 30905

For those parents/legal guardians on active duty in the Reserves or National Guard, please attach a copy of your orders to the form. You may black out all information except name, rank, branch of service, and Title Number (USC Title 10 or USC Title 32).

Your cooperation in returning completed forms to your school by **Friday, October 19, 2018**, will be greatly appreciated. The more forms returned, the greater the amount of funds available to our schools. If you have any questions, please feel free to contact the principal of your student's school.

Sincerely,

J. Scott Smith  
Superintendent of Schools