*Insert School’s Letterhead*

*Insert Date*

Dear Parent/Guardian:

Thank you for completing and returning the NJ Household Information Survey. While reviewing the information you provided, we determined the survey is incomplete. Please provide the missing information or correct the following errors indicated below by *Insert Date*:

□ Part B – Name or Case # is missing or incomplete

□ Part C – Since more than 8 household members are listed in Part A, you must follow special instructions in Part C. In Part C, do not check any box; instead write the number of household members and your total annual income on the line below boxes 1 - 17.

□ Part D – Signature is missing

□ Part D – Address and/or phone # is missing

□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you need assistance with providing the information, please contact *designated school liaison* (*phone #*) for help.

As you know, your participation is essential in order for us to provide the Department of Education with the information it needs to ensure our school will continue to receive critical state funding.

Thank you again for returning the household survey.

Sincerely,

*School Principal*