

MEMORANDUM

TO: ALL SECRETARIES & BOOKKEEPERS

FROM: FRANKLIN F. JONES, MANAGER
GRANTS & AWARDS ACCOUNTING

SUBJECT: PUBLIC LAW 103-382
PUPIL-PARENT INFORMATION FORM

DATE: OCTOBER 12, 2016

Under separate cover we are sending you a supply of Public Law 103-382 Pupil-Parent Information forms. Expect to receive these forms by pony on Friday, October 21, 2016. Please ask your principal to authorize distribution of these forms to each student to take home, **excluding** Head Start.

It is very important that a completed form be returned by only the **federally-connected** families with a student enrolled in a Jefferson County Public School. Please ask the teacher to complete a form for any **federally-connected** student that does not comply. **We are requesting each homeroom teacher return only those forms from federally-connected students to you.**

EACH ACCURATE AND VERIFIABLE STUDENT FORM SUBMITTED PROVIDES ADDITIONAL FUNDS TO THE SCHOOL DISTRICT.

Eligible forms should be returned by Friday, November 11, 2016, to Marsha Kuffner, Grants & Awards Accounting, 4th Floor, VanHoose Education Center.

If you have any questions, please contact Marsha Kuffner at 485-3956.

APPROVED FOR DISTRIBUTION _____

J. Cordelia Hardin, Chief Financial Officer