

School Letterhead

September, 2002

Dear _____,

Your student is a candidate for a unique program currently being offered to kindergarten through fifth grade students. The purpose of the program, Computers@Home, is to help increase academic achievement by providing a home computer system to children. This program is completely free, and only requires that parents attend a once a month educational session beginning in November and ending in April.

Plano ISD's Computers@Home program is an excellent way to enrich the learning environment for your entire family. Attached to this letter, you will find two sets of forms that you must complete and return to school if you would like for your child to be considered for this wonderful opportunity. The first packet is the Application for Computers@Home and the second is a Letter of Understanding. The Plano ISD requires both sets of forms to be completed and returned to the school by DATE. A selection committee will review the applications, select the students who will participate, and then by DATE contact parents of children who are selected for participation in this literacy/enrichment program as well as those not selected. If your child is selected, you must attend a meeting on DATE at TIME in the Training Room at Name of School for a brief introduction to the program, to meet the technology contact person and to receive a computer and other equipment. A schedule of the remaining meetings will be distributed at this meeting.

We believe that it is an honor for your child to have been nominated for this innovative program and hope that you will complete the attached forms and return them to your child's classroom teacher no later than DATE. We appreciate your interest and participation in this very special opportunity. Please feel free to call me if you have any questions about the Computers@Home program.

Sincerely,

Principal's name