

Breakfast Exemption Request Checklist

LEA # _____ School District _____

1. Survey Results (showing separate results for each building)

- 33 percent or greater response rate for individual buildings
- 80 percent responses indicate will not use the program
- Copy of survey instrument and letter to parents
- Public announcement in local newspaper or publication
- Letter of request signed by district administrator or board member

2. Current year low participation

- Data for current 6 months meeting low participation criteria
- Identify reasons for low participation and efforts to increase participation
- Public announcement in local newspaper or publication
- Letter of request signed by district administrator or board member

3. Prior year low participation

- Public announcement in local newspaper or publication.
- Letter of request identifying the prior school year with low participation (previously submitted for an exemption) and signed by district administrator or board member.

4. Other

PLEASE SUBMIT WITH EXEMPTION REQUEST