# 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**