

MEMORANDUM

TO: Business Managers, PreK Program Coordinators & Directors
CC: Superintendents
FROM: Amy Fowler, Deputy 
SUBJECT: Household Income Form Data Collection
DATE: September 18, 2017

The Agency of Education requires all public school districts to report student enrollment and other student data in the Agency's VT Student Census platform for each child enrolled in the town's or district's educational programs, including PreK and early education programs. Some of this data was collected during the initial student enrollment process.

One of the critical elements of the demographic data is whether or not students are *eligible* for free and reduced lunch. This data is required whether or not the student is actually receiving meals at the school to which they are enrolled.

The Agency also requires public school districts to collect and report household income data for all students. For PreK or early education programs, especially for those in private educational settings that do not participate in the Child & Adult Care Food Program, families must be provided the [household income form](#) to collect this data.

We have received notice that some school systems are requiring this data collection be done by private providers. The Agency of Education *does not* recommend this as a data collection method. Only individuals trained to adequately protect student privacy should collect this sensitive information. School systems may consider these options if a student was enrolled before you collected the data:

1. If the child has older siblings in your schools system you may apply the status of the older sibling to the younger sibling.
2. Mail the [household income form](#) to families to return to your school.

If you have any questions, please contact refer to the [Student Census and Household Income Memo](#) that was sent out to superintendents, business managers, food service directors and principals from Secretary Holcombe on August 22, 2017.