

[Sample Proposed Prekindergarten Tuition Rate Letter]

[insert date]

Mike Morath Commissioner of Education
Texas Education Agency
1701 North Congress Avenue
Austin, TX 78701-1494

Subject: Request for Approval of Prekindergarten Tuition Rate

Dear Commissioner Morath:

ABC Independent School District is requesting your approval to charge a tuition rate of \$X,XXX.00 per year per ineligible student for a full-day prekindergarten program for the 20XX-20XX school year.

Explanation of Proposed Tuition Rate

The estimated cost of providing this program is \$XXXX per student which is based on [insert costs associated with the program: teacher salaries, instructional materials, data collection and reporting, etc.]

Assurance

This letter also serves as our assurance that the proposed tuition rate does not exceed the costs of providing the program in [insert district name].

Thank you for your consideration of our request. If you or members of your staff have any questions, you may reach me by phone at (777)777-7777 or by email at [insert email address]

Sincerely,

[Insert Superintendent name]
Superintendent, ABC Independent School District
JR/dn