

HIGH SCHOOL ACCEPTANCE LETTER (SAMPLE)

March 20, ____

Dear Parent/Guardian of _____:

The admissions committee reviewed each applicant in six areas: the placement examination, standardized test scores, student transcripts, behavior grades/comments, evaluations, and interview. Based on the criteria of the admissions process, the admissions committee is very pleased to offer your son/daughter **ADMISSION** to Sample High School for the 20__-20__ academic year.

The next step in the admissions process is completion of the registration packet and payment of the registration deposit to reserve a place in the class. The registration packet is enclosed and must be returned along with payment of the registration deposit fee (\$____) by **April 1, 20__** and the balance (\$____) by **July 10, 20__**.

Financial aid applications are available in the main office and are due on **May 16, 20__**.

Congratulations on your achievement. We look forward to a great relationship with you and your family. We are firmly committed to doing everything we can to help our students develop into well-rounded young adults. With every best wish, I remain, sincerely yours in Christ,

Principal

Enclosures

