

HIGH SCHOOL CONDITIONAL ACCEPTANCE LETTER, (SAMPLE)

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 **CONDITIONAL ADMISSION** to Sample High School for the 20____-20____ academic year.

In order to insure and maintain admission your son/daughter must complete the following:

- Attend Sample High Summer School (no exceptions) and complete the indicated course(s) with satisfactory attendance, conduct and a "C" or better:
Pre-Algebra (4 hour course) Language Arts Reading
- Maintain satisfactory academic progress and behavior/conduct grades for the remainder of this semester. **Final transcripts must be sent in June 20____ to verify satisfactory progress.**
- Maintain satisfactory academic progress and behavior/conduct grades during the new school year. Satisfactory progress would be required for continued attendance.

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 (\$100) by **April 2, 20____** and the balance (\$235) by **July 10, 20____**.

Financial aid applications are available in the main office and are due on _____, **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

