**SAMPLE LETTER**

**School District Letterhead**

Today’s Date

TO: Central Admissions

Suffolk County Community College

533 College Road

Selden, NY 11784

RE: Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Director of Admissions:

Please consider this letter as confirmation that the above named individual has fulfilled the requirements associated with Section 100.10 of Regulations of the Commissioner of Education for New York State concerning Home Instruction, as well as the preliminary education requirements for students of compulsory school age as stipulated by the New York State Board of Regents [Section 3.47(a)(2)(ii)].

Based on review of records, Individual Home Instruction Plans, quarterly reports, and annual assessments, I certify that [Student’s Name] has completed the substantial equivalent of a four-year high school course in compliance with Section 100.10.

Sincerely,

***Superintendent Signature***

Superintendent of Schools