

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