



Sample Template for Use by Schools

*****Ask the school to use this template on the school's letterhead and input the needed information to replace the guidelines in the brackets <> and the brackets*****

<Insert Today's Date>

<Insert Parent/Guardian's Name and Address>

Re: **<Insert Child's Name>**

To Whom It May Concern:

According to our records, **<Child's Name>** attended **<Name of School>** during the **<Insert the Months the Student Attended during the Year on the Notice>**. Our records reflect that the student lived at **<Street Address, City, State, and Zip Code (if the child moved during the year, put all listed addresses)>** during this time.

Our records also reflect that the student's parent or guardian during this time was **<Insert Parent's or Guardian's Name(s)>**. The student's parent's or guardian's address of record during this time was listed as **<Insert Parent's or Guardian's Address(es)>**.

Sincerely,

<Insert Signature of School Official>

<Insert Name of School Official>

<Insert Title of School Official>

<Insert Phone Number of School Official>

Page Last Reviewed or Updated: 25-Jan-2018