

School Letterhead

[DATE]

[NAME OF PARENT/GUARDIAN]
[ADDRESS OF PARENT/GUARDIAN]
[CITY, STATE, AND ZIP CODE]

Dear [NAME OF PARENT/ GUARDIAN]:

According to our records, [NAME OF STUDENT] was approved for enrollment in [NAME OF SCHOOL] as a special permission transfer student. This approval was granted in accordance with Board of Education Policy and Superintendent's Rule 5140, which are enclosed for your review. At the end of the school year, the principal will review and may revoke the special permission transfer if it is determined that the student has not benefited from the transfer. [NAME OF STUDENT] signed a contract acknowledging [his/her] understanding of Policy and Rule 5140. Your child is in danger of violating one or more of the following conditions of enrollment:

- _____ Attendance/Tardiness
Your child has [NUMBER] absences and has been late [NUMBER] times this year.
- _____ Discipline
Your child has been suspended [NUMBER] times this year.
- _____ Academics
Your child has failed more subjects than he/she has passed this year.
- _____ Reason for the transfer approval has ceased to exist.
- _____ Magnet program
Your child has withdrawn from the magnet program in our school.

Please contact us as soon as possible to discuss the plan to address the violation of a special permission transfer. If you have any questions, please contact me at [SCHOOL'S TELEPHONE NUMBER].

I wish [STUDENT'S NAME] well in all future educational endeavors.

Sincerely,

Principal

Enclosure [BOARD OF EDUCATION POLICY AND SUPERINTENDENT'S RULE 5140]