**IMPORTANT DATES**

Acceptance Letters Due: \_\_\_\_\_\_\_\_\_

Enrollment Days: \_\_\_\_\_\_\_\_\_

Enrollment Packet Due: \_\_\_\_\_\_\_\_\_

First Day of School: \_\_\_\_\_\_\_\_\_

Date

JOHN DOE

Address

City, State Zip

Congratulations! Your student, JANE DOE, has been accepted by lottery to Grade # at XYZ Charter School for the 20##-20## school year.  To accept your student’s spot in the #th grade class, **please sign and return this acceptance letter by April ##, 20##.** Please note that final enrollment is subject to Proof of Residency confirmation and completion of all enrollment requirements. Upon receipt of your acceptance, we will begin the enrollment process. Information concerning important dates and documents necessary for enrollment are enclosed. Thank you for your interest in XYZ Charter School, and we hope to have your student in our Xth grade class!

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**Parent/Guardian Acknowledgement**

**(Please check one)**

**I wish to accept and reserve this seat**, and agree to begin the enrollment process as set forth by XYZ Charter School. I understand that my child’s enrollment is contingent on Proof of Residency and submission of the student enrollment packet by May XX.

Please check an option below to receive your enrollment packet:

**(preferred)** I will pick up or complete an enrollment packet at one of the

XYZ’s Enrollment Days – circle one below:

April ## April ## April ##

I will download the packet from www.XYZcharterschool.org

Email my packet to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail my enrollment packet to the address above.

Please bring the following to your enrollment appointment:

* One (1) **Proof of Residence** (lease, mortgage, bank statement, utility bill, pay stub, W-2, etc. Cell phones bills are NOT accepted by the NYC Dept of Ed as proof of residence.)
* Copy of child’s **birth certificate**
* Copy of **immunization records** (if possible)

**I wish to decline this offer**, and agree to give my child’s seat to the next applicant on the waitlist. I understand that this revokes my child’s seat, and that if I decide to reapply my child will be placed at the bottom of the waitlist.

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**