

Date

To the Parent/Guardian of:

NAME

ADDRESS

CITY, STATE, ZIP

Dear Sir or Madam:

By law, XYZ Charter School must accept students by a random lottery, with preference given to applicants from District ##. On April #, our public lottery was held for available #th Grade seats.

According to lottery results, your student will be placed on the waiting listto attend the #th Grade at XYZ Charter School for the school year 20##-20##. The waiting list will remain valid throughout Grades #-#, and if at any time a seat opens up you will be notified immediately. **(Note for schools: Consult your charter regarding waitlist and enrollment policy.)**

**Student Name: JANE DOE**

**Current Waitlist Number: ###**

**Community School District: ##**

Please note that because we are chartered for District ##, any applications received after the deadline from District ## will be placed at the top of the waitlist. This may affect your waitlist standing. If you believe your CSD is incorrect, please contact the school immediately.

If you wish to have your child removed from the waitlist, please contact us as soon as possible**.**

Thank you for your interest in XYZ Charter School.  Please contact us if you have any questions or concerns about the lottery procedure and/or results.

Sincerely,

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