*Disclaimer: The New York City Charter School Center created templates for a few standard communications that are sent to families post-lottery. Schools should put each letter on school letterhead and customize each template accordingly.*

# **Make Offer Template**

Dear (parent’s name),

**Congratulations!** We are excited to inform you that (student’s full name) has been accepted to (school’s name) to attend (grade) for the 2023-2024 school year. You can rest assured that your child will receive a high-quality, rigorous, thought-provoking education that will prepare them for the future. Each member of our staff is personally and professionally dedicated to your student’s achievement.

We are proud of our razor-sharp focus on academics and our small size, allowing our staff to intimately get to know your scholar and your family. We look forward to seeing you at an upcoming enrollment meeting.

Please complete the following step to move on to the student registration process.

**Step 1: Accept Seat -** Login to SchoolMint (website) to accept the seat in (# of days) business days. (Insert description of how the parent can accept the seat). If you decide to accept the seat, you will receive a follow-up email with student registration information.

If you need assistance with enrollment, please call us at (phone number) or email (email address).

# **Accept Offer Template**

Dear (parent’s name),

This message is to confirm that you accepted an offer of admission for (student’s full name) at (school’s name). If you believe this was done in error, please contact the school at (phone number) or email (email address).

We are so honored that you chose (school name) as your school of choice. Please complete the following step to begin the registration process.

**Step 1: Complete the Registration Packet:** The next step is to begin the student registration packet. (Insert instructions on how to access and complete the registration packet). The registration packet is due within (timeframe).

# **Decline Offer Template**

Dear (parent’s name),

This message is to confirm that you declined an offer of admission for (student’s name) at (school name).

* **Reason**: (decline reason)

If you believe this was done in error, please contact the school at (phone number) or email (email address).

# **Publicize Waitlist Template**

Dear (parent’s name),

We’re writing to let you know that (insert student’s name) has been waitlisted for grade (grade number) at (school’s name). Please know we pull from the waitlist on a rolling basis and we strongly encourage you to keep your contact information in (system) updated.

# **Offer Not Accepted/Reminder Template**

Dear (parent’s name),

You are receiving this email because you have not accepted the seat for (student's name) at (school’s name). Please login to (website) to accept the seat in the next (number) hours. If you do not accept by the deadline, your seat will automatically be declined and offered to the next applicant on the waitlist.

We hope you make the decision to join the (school’s name) family! It’s a great school with a rigorous academic program and holistic culture.

# **Post Lottery Enrollment Meeting Template**

Dear Families,

We're so excited and grateful that you chose (school name) as your school of choice. We are eagerly preparing for your arrival this fall.

The next step in your onboarding process is to attend a **mandatory enrollment meeting**. You will have the opportunity to meet school leaders, learn about the enrollment process, and receive an overview of our curriculum and the services we offer. If you do not attend an enrollment meeting, your seat may be offered to the next student on the waitlist. Click here (insert link) to sign up for the enrollment meeting.

**In Person Enrollment Meetings**

* (date) at (time)
* (date) at (time)
* (date) at (time)

***Location***: (school’s address)

Again, click here (insert link) to sign up for the mandatory enrollment meeting.

# Incomplete Registration Documents

Dear Families,

You are receiving this email because you accepted a seat at (school name) but have not completed the registration documents. In order to attend our school, we must have your documents on file.

**This is a friendly reminder to log in to (insert link) and start the registration process today - forms are due within (insert time) of your seat acceptance.** Please be prepared to upload documents for proof of residency and your child’s birth certificate/passport.

Please let us know if you have any questions.

# Post Lottery Acceptance/Summer Information Sessions

Dear Prospective Families,

As the school year ends, we understand many families are now looking to finalize their plans for the 2023-2024 school year. You recently received an offer to attend (school). You probably have many questions, and we certainly have answers!

We invite you to join us on (date) at (time) for an (in-person/virtual) information session. Members of our (elementary/middle/high) school teams will be there to answer your questions. We will share information about how to complete the registration process. Families that complete registration will receive a $50 voucher to purchase a school uniform (or insert another incentive). The meeting will be held at our school located at (address).

(Click here) to register.

# Summer 2023 Information Sessions Reminders

Dear Prospective Families,

This is a friendly reminder to sign up for the information session (date). The meeting will take place at our school located at (address).

Members of our (elementary/middle/high) school will be there to answer your questions. We will share information about how to complete the registration process. Families that complete registration will receive a $50 voucher to purchase a school uniform (or insert another incentive)

(Click here) to register.