

Non-Resident Sample Form Letters

NOTE: The following is a sample form letters provided by MTSBA. These are not intended to be adopted as a policy. Districts must adjust the content or format of these form letters to meet specific needs for consideration in accordance with the district's policy and integrated strategic action plan.

MELR FORM NO. 3100 Nonresident Enrollment Application--Letter of Acknowledgement:

Dear _____:

*Please accept this letter as acknowledgement of the receipt of the Nonresident Enrollment Application you submitted for **STUDENT'S NAME** on **Month Day, Year**. Your child's application number is **NUMBER**.*

*Your application(s) will be reviewed and brought before the Board of Trustees for determination at the **Month Day, Year**, Board meeting scheduled for **TIME** p.m. located at the **LOCATION**. You will be notified prior to the meeting via email of the recommendation for approval/disapproval of your child(ren) application and whether a closed session with the Board of Trustees may be necessary to discuss the application.*

After the Board meeting, you will be notified, in writing, within ten (10) days of Board approval or disapproval of the application with additional details.

*If you have any questions, please feel free to contact **NAME at EMAIL**.*