Click to insert school/district letterhead.

Click to insert school/district letterhead.

Click to insert recipient’s name.

Click to insert recipient’s address.

Click to insert recipient’s city, state, and zip code.

Re: Notification of Advanced Coursework

Dear Click to student/parent name.,

The purpose of this letter is to inform you of the benefits and opportunities for your child to participate in advanced coursework.

While advanced coursework provides an opportunity for your child to gain skills and demonstrate competencies at a higher level, advanced coursework provides other benefits as well. Other benefits of participation in advanced coursework may include:

* improving a student’s self-confidence and image of self.
* demonstrating a student’s preparedness for college-level coursework.
* earning college credit(s) prior to graduation.
* reducing future costs for higher education.
* reducing the amount of time that the student must spend in secondary and/or post-secondary school.

The advanced courses offered in middle and high school at Click to insert school/district name. include:

* Click to list advanced courses with a description of each.

To be eligible for these courses, students must prepare by Click to enter a description of how students can prepare for these courses.

The courses available to your child in the Click to insert upcoming school year. include Click to provide a list of courses, if different from above.

The following supports are provided by your child’s school to help students succeed in advanced courses:

*Academic Supports*

* Click to list academic supports with a description of each.

*Non-academic Supports*

* Click to list non-academic supports with a description of each.

Financial aid available to your child includes Click to provide a description of assistance available to reduce or eliminate any costs associated with participation in advanced coursework, including but not limited to related fees, supplies, and assessments.

This information can also be found on our website at Click to insert school/district URL with information related to advanced coursework. Questions related to your child’s participation in advanced coursework may be referred to Click to add school/district contact information.

Sincerely,

Click to enter sender’s signature.