



INCOMPLETE REGISTRATION REMINDER LETTER

(Appendix 15)

Date

To the Parent/Guardian

Dear _____:

This letter is a reminder that it is now fifteen days since you began the process of registering your child at our school. You have until _____ to complete the registration process. According to our records, we are missing the following items:

1. _____
2. _____
3. _____
4. _____

Please submit the missing documents to _____ at _____

Your cooperation will be greatly appreciated. If you have any questions, please contact the school at the phone number above.

Sincerely,

Name
Title