

PARENT REQUEST TO SCHOOL

Dear [Administrator's Name],

I am interested in having [insert child's name(s)] take an online American history course since [Name of School] does not offer US history at their grade level.

In order to receive reimbursement for the course, I need a letter certifying that [Name of School] does not offer this subject.

Would you please provide a letter for me?

For your convenience, I've included some sample letters that you may use.

Sincerely,
[Parent Name]

LETTER FROM SCHOOL SAMPLE 1

To Whom It May Concern:

U.S. History is not taught as a separate course here at [Name of School]. Although we try to include bits of it in our International Primary Curriculum at some levels, it is addressed as part of a whole as we explore more global themes. It would not meet the same standards outlined in an American public school.

Sincerely,

LETTER FROM SCHOOL SAMPLE 2

To Whom It May Concern:

I am writing at the request of the [Family name] family whose child/children attend [Name of School]. This letter is to confirm that our school does not provide instruction in American history.

We recommend that students utilize the supplemental educational funds to purchase outside resources in order to meet the American history standards required in American public schools.

Sincerely,

LETTER FROM SCHOOL SAMPLE 3

To Whom It May Concern:

This letter confirms that [Name of School] does not offer a course in American History to [insert grade level] grade students. Our social studies curriculum focuses on regional economic, social, cultural, and political geography. [Student's name] has not had the opportunity to study US History at our school.

Sincerely,