

EXAMPLE SCHOOL

123 School Street
Schoolville, NY 14744
(555) 555-1234 | www.exampleschoolNY.org

Superintendent of Schools
NAME

Business Administrator
NAME

Middle/High School Principal
NAME

Other School Administrator
NAME

Other School Administrator
NAME

July 1, 2021

Houghton College
Office of Admission
1 Willard Avenue
Houghton, NY 14744

RE: [STUDENT NAME]

I verify that the student has completed substantially equivalent to a high school diploma instruction pursuant to Section 100.10 of the Regulations of the Commissioner of Education.

The student has completed the following requirements:

1. Intent to home school was filed.
2. IHIP was filed meeting 100.10 standards.
3. Required courses were completed.
4. Annual assessments completed and passed.

Sincerely,

NAME OF SUPERINTENDENT
Superintendent