

**INTERNATIONAL ADMINISTRATIVE OFFICE
ENGLISH LANGUAGE LEARNER DEPARTMENT**
191 S East Street
Frederick, MD 21701



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Date

Name

Address

City, State Zip Code

Re: Student's Name

Dear Parent/Guardian:

According to Maryland law as it relates to enrollment of students, those students who have completed a high school education and achieved a high school diploma are not eligible to enroll in a Maryland public school K-12 program.

After carefully reviewing the documents and referencing information about the school system in Name of Country, it has been concluded that Student's name has graduated from the equivalent of an American high school and, therefore, he/she is not eligible for enrollment in Frederick County Public Schools.

If you believe this decision is incorrect and Student's name has not completed high school, you may submit a statement provided by your son's or daughter's last school attended verifying that he/she has not graduated from high school. This additional information will be reviewed within ten workdays. If the decision is reversed based on that review, you will be contacted and an expedited enrollment will occur for your son/daughter.

Sincerely,

Larry Steinly

Larry Steinly, Supervisor
English Language Learning Department
International Office