# Templates for a School District’s Response to a Request to Issue a Diploma to a Student in a Residential Facility

## Diploma Requirements Have Been Met

Insert school district letterhead.

Date

Re: Request to Issue a Diploma to a Student in a Residential Facility

Dear (Enter chief educational officer’s name.),

This notification confirms our district’s receipt of your request to issue a diploma to (Enter student’s name.). Upon review of the documentation provided, our district determined the student **has met** the New York State diploma requirements. The diploma will be conferred on (Enter month (January, June, or August) and year.).

Sincerely,

(Enter signature)

(Enter name)

## Diploma Requirements Have Not Been Met

Insert school district letterhead.

Date

Re: Request to Issue a Diploma to a Student in a Residential Facility

Dear (Enter chief educational officer’s name.),

This notification confirms our district’s receipt of your request to issue a diploma to (Enter student’s name.). Upon review of the documentation provided, our district determined the student **has not met** the New York State diploma requirements. The following requirements were not yet met. (Enter clear description of any requirements not yet satisfied *(Note: Such students are not required to meet local diploma requirements that exceed the NYS diploma requirements. Facilities may provide additional records, if available, to address deficiencies.)*).

Sincerely,

(Enter signature)

(Enter name)