

NAME OF YOUR SCHOOL

YOUR ADDRESS

DATE

Attn: Dr. Jackie Bobbett, Section Supervisor

Ancillary Resources Section

Louisiana Department of Education

P.O. Box 94064-9064

Baton Rouge, LA 70804

Dear Dr. Bobbett:

In accordance with LA R.S. 17:236, **Name of your School** began classes on **the date you began class**, to complete the term of 180 days for the 2009-2010 school year. Total enrollment is the **number of children in school**.

Very truly yours,

**Your name**

Principal