

SCHOOL LETTERHEAD Sample/Draft
[Template #1: Letter of Acknowledgement from Principal]

Date

[Parent/Guardian/Adult Student]

[Address]

Dear [Parent/Guardian/Adult Student],

I am in receipt of your letter/application, dated [date], requesting a religious education exemption for [student name] at O’Gorman High School for the [year-year] school year.

The Northeastern Catholic District School Board believes that the purpose of registering a student in its secondary school is to provide that child with an education that will form them intellectually, physically, emotionally and most importantly spiritually. A student registered in a Catholic school is expected to participate in religion courses in each year of attendance and in all activities related to the faith life of the school including masses, retreats and prayer services.

Students who are registered in Catholic schools are required to meet the expectations of the Ontario Catholic School Graduate Expectations. Our school system promotes inclusion as an important principle and students are not expected to exclude themselves from the core faith program or other activities related to the faith life of the school they attend.

We believe that religious education courses help to build community within and outside of the school and that in order for students to benefit from a Catholic education, they must be fully immersed in a curriculum based on the beliefs of the Catholic faith. Curriculum in all subject areas is designed to mold, guide and support students in a spiritual journey that will prepare them to be discerning believers, effective communicators, self-directed lifelong learners, collaborative contributors, caring family members and responsible citizens.

[If application form has not already been provided, include:] Should you wish to proceed with your request for an exemption, please be advised that we require you to complete the attached application form, which will be forwarded to the Superintendent of Education.

I would like to offer to meet with you on a voluntary basis to discuss [student’s name] programming needs and the mission and values of the Northeastern Catholic District School Board and its Catholic schools. Should you be open to such a meeting, please contact me at the school to set up a time to discuss your request. Should you not wish to meet with me, please provide me with your completed application form as soon as possible [OR, if the application form has been provided: Should you not wish to meet with me, I will proceed to deliver your application form to the Superintendent of Education. Please advise as soon as possible as to whether you would like to meet with me.]

If you have any further questions, please contact me at the school.

Yours in Christ,

[Name of Principal]

Principal
O’Gorman High School

Copy: Director of Education
Superintendent of Education
OSR File