

---

---

**ACCESSIBILITY:**

To request this file in large print, please email [aoda@wcdsb.ca](mailto:aoda@wcdsb.ca) or call (519) 578-3660.

Letter for Non-Catholic Admission Acceptance

**ON SCHOOL LETTERHEAD**

(Insert Date)

(Insert Contact Information)

Dear Parent/Guardian:

Thank you for meeting with me to discuss the potential enrolment of (Insert First & Last name of Child(ren)), at (insert name of school) Catholic Elementary School.

I am pleased to inform you that your request has been approved. Your wish to provide your [child/children] with a Catholic education within the Waterloo Catholic District School Board is respected and appreciated.

Please contact our school administrative assistant to ensure that all the forms and other documentation necessary to enrol your [child/children] are completed. We thank you for your desire to have your [child/children] educated within the Catholic school system. It is our firm belief that, at the Waterloo Catholic District School Board that we educate and nurture hope in all learners to realize their full potential to transform God's world. We look forward to working with you to realize this mission.

Sincerely,

(Insert Principal's Name)

cc: Executive Assistant of School Superintendent, Student(s) OSR