Dear student name,

We are happy to welcome you into \_\_\_\_\_\_\_\_\_\_\_ Academy at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School. We are so pleased that you are part of our community!

We have scheduled an orientation interview for you with faculty and student representatives on \_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please arrive 15 minutes early. Come to \_\_\_\_\_\_\_\_(give directions) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, where you will see tables and posters in the waiting area.

We will introduce ourselves to each other, and our student leaders will work with incoming students to orient you to the campus. At the same time, our current parents and ninth grade teachers will meet with a representative of your family. We are lucky to inform you that some of our staff speaks Spanish, and that a Spanish speaking parent will be available during this family orientation.

Please share this letter with your parent or guardian and arrange for them to accompany you at the above time on Saturday, August \_\_\_. If you have any questions, you may reach us by calling \_\_\_\_\_\_\_\_, or you may email us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If there is an application enclosed with this letter, please fill it out and bring it with you to the orientation.

Again, we look forward to getting to know you, and to working with you during your years at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Welcome! Bienvenidos!

Sincerely Yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Co-Coordinators  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Academy