

**Letter from Principal – Receipt of Application**

(Date)

(Address of Parent)

Dear (Name of Parent):

Re: SAL Application for (Name of Student)

This is to acknowledge my receipt of the Supervised Alternative Learning (SAL) application for (name of student) on (date). I will forward the application to (name of Superintendent) who will then convene the SAL Committee. The SAL Committee will meet within 20 days to review the application.

You will be provided notification of the meeting date and time.

Yours truly,

(Name)  
Principal

Cc (Name), Superintendent of School Effectiveness  
(Name), Primary Contact Teacher