

# EXAMPLE SCHOOL

123 School Street  
Schoolville, NY 14744  
(555) 555-1234 | [www.exampleschoolNY.org](http://www.exampleschoolNY.org)

*Superintendent of Schools*  
NAME

*Business Administrator*  
NAME

*Middle/High School Principal*  
NAME

*Other School Administrator*  
NAME

*Other School Administrator*  
NAME

July 1, 2021

Houghton University  
Office of Admission  
1 Willard Avenue  
Houghton, NY 14744

RE: [STUDENT NAME]

I verify that the student has completed substantially equivalent to a high school diploma instruction pursuant to Section 100.10 of the Regulations of the Commissioner of Education.

The student has completed the following requirements:

1. Intent to home school was filed.
2. IHIP was filed meeting 100.10 standards.
3. Required courses were completed.
4. Annual assessments completed and passed.

Sincerely,

NAME OF SUPERINTENDENT  
Superintendent