**Blank Sample Letter for Schools Verifying Parents’ Presence for DAPA**

[School Letterhead]

February 25, 2015

Re: [*Parent’s Name*]

To Whom It May Concern:

[*Student’s Name*] is a student enrolled at [*School Name*], located at [*School Address*], from [*Start Date of Student’s Enrollment*] to [*End Date,* or *“present”*].

This letter verifies that [*Parent’s Name*] was registered at a Michigan address, as the parent of [*Student’s Name*] for the following school years (academic year runs [*Month*] through [*Month*]):

 [*year*]- [*year*] at an address in [*City*], MI

 [*year*]- [*year*] at an address in [*City*], MI

 [*year*]- [*year*] at an address in [*City*], MI

[*year*]- [*year*] at an address in [*City*], MI

[*year*]- [*year*] at an address in [*City*], MI

*OPTIONAL, if information available:*

In addition, a school staff member made face-to-face contact with [*Parent’s Name*] at [*School Name*], on the following occasions:

|  |  |  |
| --- | --- | --- |
| **Date** | **Purpose of Meeting** | **Staff Member(s)** |
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If you have any questions regarding this letter, please contact me at [*Phone Number*].

I certify that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Name*]

[*Position*]