

Student Transfer Evaluation Results

Dear [Parent's Name],

We hope this message finds you well. We are writing to inform you of the results regarding the student transfer evaluation for your child, [Student's Name]. The evaluation was conducted to assess [his/her/their] eligibility for the upcoming academic year.

Evaluation Summary

- **Academic Performance:** [Insert details]
- **Behavioral Assessment:** [Insert details]
- **Attendance Record:** [Insert details]

Based on the evaluation, [Student's Name] has been assessed as [insert evaluation outcome, e.g., eligible/ineligible] for transfer to [new school/grade]. Please review the attached documents for a comprehensive breakdown of the evaluation process and results.

We kindly ask you to acknowledge receipt of this letter by signing the form attached and returning it to us by [insert due date]. If you have any questions or concerns, feel free to reach out to us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[School Name]
[Contact Information]