

[Print on School Letterhead - remove this text & adjust top margin as needed using this field]

2.1.11 - APPENDIX I

ELECTIONS RESULTS LETTER

[Date sent]

Dear [Parents and Guardians / School Staff]:

As a result of our School Council elections held on [date], the following persons have been elected to the Council:

Parents:	
Student:	
Teacher:	
Support Staff:	

The Council will meet for the first time on [date] at [time] and appoint a representative from the community to join the Council. Once the Council is formed, a chairperson will be elected from the parents/guardians on the School Council. You are welcome to join us at this first meeting. All School Council meetings are open to the public.

Thank you for your participation in these elections.

Sincerely,

[Name], Principal
[School Name]