

## **SAMPLE LETTER VERIFYING ENROLLMENT**

August 10, 2023

County Office of Education  
1644 Magnolia Ln.  
Redding, CA 96001

To Whom it May Concern:

This letter is to verify that Mickey Mouse (DOB: 4/20/21) has been enrolled in the Shasta Early Head Start program beginning 7/7/23 and is currently enrolled in the Anderson Park Toddler Center. Mickey receives full-day childcare and has attended 17 out of 20 school days. Ms. Marion Mouse has attended 2 out of 3 Parent Center Committee Meetings and a 4-week Make Parenting A Pleasure parenting group.

Shasta Head Start is a comprehensive program that requires regular attendance. A copy of the Admission Agreement is attached which outlines services provided by Shasta Head Start.

Thank you,

Joe Schmoe  
EHS Family Worker

Enclosure: Admission Agreement