**Sample - Template**

[Official Association Letterhead]

[Date] – May each year

Dear Magee Secondary School Counselor/Administrator:

Please accept this letter verifying that [Student Name] is a participant in our association, [Association/Program Name] as a high-level, [Sport/Performing Art]. We can guarantee that this student spends a minimum of 25 hours per week in training for this extracurricular activity, thus meeting the standards for the Magee SPARTS Program. Additionally, we have reviewed the Ministry of Education BC curriculum for the applicable subject areas in [Grade Level 10 - 12] and can confirm that this material is covered during the extensive time the student is training with us during their SPARTS-Offsite blocks. With this qualification, please adjudicate this student the appropriate external credits which may be applied towards their secondary school graduation. These credits can be entered into the student’s record for the [School Year] school year.

Sincerely,

[Name]

[Title]

[Program/Association]

[Recognized Governing Body]

[Contact Info]