



STEP 6 EMAIL #3

To Superintendent After Meeting

Recipients: To Superintendent after Superintendent Meeting

Goal: Obtain written confirmation

Subject: Thank you for your time

Dear Superintendent [NAME],

Thank you so much for taking the time to connect with our team about LifeWise! We are excited to serve your students and community.

For our records, it is helpful to have a written confirmation from the school that you have reviewed and acknowledged our proposed plan. This will enable our local team to begin establishing the next steps toward hiring teachers, training volunteers, fundraising, etc., so that we can provide an excellent released time program to support your school.

Could you please provide written confirmation on your school letterhead? Feel free to utilize the following language that some schools find helpful:

[DATE]

To LifeWise Academy,

We have received and reviewed your program launch plan. Seeing that LifeWise Academy meets the federal released time religious instruction requirements of operating off school property, without the use of public funds and with parental permission, we accept your plan.

The acknowledgement of your launch plan is not to be considered an endorsement of LifeWise Academy. Our staff will work with you to coordinate logistical details while neither encouraging nor discouraging student participation.

[SIGNATURE]

[NAME]

Sincerely,

[Attach the [Acknowledgement Request](#) to the email you are sending]