

**SAMPLE MUNICIPAL LETTER to be sent by the School Authority**

“AUTHORITY” LETTERHEAD

Date

Office of the Municipal Clerk  
(Office of the Regional District Clerk)

Dear (CLERK):

Re: NAME OF SCHOOL  
ADDRESS OF SCHOOL  
CITY/TOWN & POSTAL CODE

I am writing to ask whether the (Name of Municipality/Regional District) has any compliance-related concerns about the school identified above. We require this information as part of the documentation the school has been requested to submit for an external evaluation by the Ministry of Education, planned for mid-October. The documentation is due in early September.

Under the provisions of the *Independent School Act*, all independent schools in British Columbia must hold a valid Certificate of Group Classification. One of the requirements of the *Act* is that the Inspector of Independent Schools must be satisfied that:

*the independent school facilities **comply with** the enactments of British Columbia and the municipality or the regional district in which the facilities are located, [Schedule, section 1 (b)]*

An early reply is much appreciated.

Sincerely,

(“Authority” signature and identification)