



OUR MISSION IS STUDENT SUCCESS...ACADEMIC, ARTISTIC, AND HUMANISTIC

45 Prince Street at University, Rochester, NY 14607
Tele: (585) 242-7682 Fax: (585) 256-6580 www.sotarochester.org

Dear Principal/Administrator:

Please allow me to introduce myself. My name is Katharine Kays. We are approaching the date of our prom Friday, June 2nd, 2023. One of our students would like to invite a student from your school to our prom. We would like to know a couple of things about this student so that he/she will represent your school in a respectful manner. Please fill out the form below and fax it or mail it back to us ASAP. Thank you for your cooperation!

SOTA Student name is _____

Guest Name _____ Guest School _____

Please check one:

1. Is this student in good academic standing? Yes _____ No _____

Comments? _____

2. Is this student currently suspended in ISS, ATS, PM school or serving a long-term suspension? Or would you recommend them to our prom. Yes _____ No _____

Comments? _____

3. How is this student's attendance been this school year?

Good _____ Fair _____ Poor _____

Comments? _____

Signature of Principal/ Administrator _____

Thank you again in advance for your cooperation!

Sincerely,

Katharine Kays
School of the Arts Senior Class Advisor 2023