TO: Parents/Guardians  
FROM: Dr. Troy Knechtel, Director  
DATE: January 2, 2016

We are writing to inquire if current students will be re-enrolling for the 2016 - 2017 school year. If your child/children, currently attend University School and plan to continue next year, please return the enclosed form along with the $75 materials fee for each student to Ms. Rea. Your confirmation must arrive before 4:00 pm, February 29, 2016.

- University School is a laboratory school that serves East Tennessee State University’s College of Education by assisting in the preparation of future educators. It also provides a model for other public schools and a context for research by students and faculty of the University.
- Enrolled University School students have the opportunity to re-enroll in January and February of each year.
- All student vacancies will be filled from a drawing of applications submitted between the dates of January 2, 2016 and February 29, 2016. Applications may be obtained online or from the school office.

Sincerely,

Dr. Troy Knechtel, Ed. D  
Director
RE-ENROLLMENT FORM

Dear Parents / Guardians,

Please complete this form, sign, and return it with the **NONREFUNDABLE $75** material fee (per student) to Dianna Rea at University School by 4:00pm, Monday, February 29, 2016. If you do not respond by February 29, we will assume your child will not be returning for the 2016 – 2017 school year, and his / her opening will be filled at the time of the drawing.

Your signature on this form indicates your acceptance of the conditions stated below:

- University School reserves the ability to dismiss a student for just cause. If the just cause is of such gravity or if failure to make satisfactory progress occurs, this student can be dismissed immediately.
- University School is part of the Washington County School System. Nonetheless, the school’s contract with Washington County Board of Education does not require Washington County to provide homebound services to University School students who have been suspended or expelled from University School.
- University School’s role as a laboratory school for the ETSU College of Education implies certain and unique responsibilities. Your signature indicates that you give permission for audiotaping and videotaping that will be used only for instructional purposes in ETSU’s college of Education.

<table>
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<tr>
<th>Student(s) Name</th>
<th>Grade Level (2016-2017)</th>
<th>Yes (will re-enroll)</th>
<th>No (will not re-enroll)</th>
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Please sign and return this form along with the $75 materials fee to Ms. Rea no later than 4:00 Monday, February 29 2016.

**Please make checks payable to: University School**

Parent / Guardian

(Print Name) (Signature)

PO Box 70632 Johnson City, TN 37614-1702 | P 423-439-4333 | F 423-439-5921 | www.etsu.edu