

Dear Member of the 2014 Class of ISA,

Congratulations! As you learned by telephone recently, your application was drawn in our lottery and you are invited to join next year's freshman class at the International School of the Americas!

We need to know, however, if you still plan on joining us in the fall. There are three ways you can tell us if you would like your seat in the freshman class:

1. Fill out and return the reply card enclosed by delivering it to ISA.
2. Fill out and return the reply card enclosed by mail.
3. Fill out and return the reply card enclosed by fax (210-442-0409).

We do need to confirm your decision in writing by Friday, February 19, 2010 so please do not delay. Also, please note that once you turn down your seat it is offered to the next student on the waiting list. Should you turn down your seat and later change your mind, your name would be added to the end of the waiting list.

There will also be a **very important registration meeting** for all freshmen planning to attend ISA next fall. This meeting will occur **Thursday, March 4, at 6:00 PM in the Lee Campus Cafeteria**. Since this meeting will provide a brief orientation about ISA, review course options, and give you time to request your electives for next year, it is important you ask your parents to join us. We will also have ISA items (t-shirts, blankets) on sale (cash and check only) for you and your parents.

You will need to bring various documents with you to the meeting depending on your current residence and school. Please refer to the lists below for a complete listing of necessary paperwork:

**NEISD residents currently enrolled in a NEISD Middle School**

- Updated immunization records.

**NEISD residents not currently enrolled in a NEISD Middle School and Non-NEISD Residents**

- Updated immunization records
- Proof of Residency. A parent or guardian must accompany the student and present a current utility bill (City Public Service, SAWS, etc.). If residing in an apartment, a current lease/contract must be provided with the name of the parent/guardian and student(s) as occupants. *A driver's license is not acceptable as proof of residence.*
- Student's Social Security Card.

- Certified Birth Certificate (State Issued). The campus must be presented an original birth certificate and a copy will be made. *A hospital birth record or copy can not be accepted.*
- A parent or legal guardian must register the student(s). The person registering the student must also have picture identification to fill out appropriate forms and provide documents. Legal guardians must clear their status through Pupil Personnel at NEISD Central Office and have legal guardianship papers on file with Pupil Personnel to register a student who is not living with either natural parent.
- If your students is not currently in a NEISD middle school, it would be helpful if you came to the cafeteria at **5 PM** on Thursday, March 4, 2010 because we have a large amount of paperwork to process.
- *You may also contact Isabel Hernandez, ISA data processor (442-0404 extension 357), to set up a time to deliver the required paperwork prior to 5 PM on March 4, 2010.*

Again, it is very important you attend the registration meeting on Thursday, March 4, 2010.

If you are unable to attend the meeting but do plan on enrolling at ISA, please contact our data processor, *Isabel Hernandez*, at 442-0404 extension 357 or Mrs. Kopacsi, our school counselor, at 210-442-0404 extension 359, to make an appointment to register.

Congratulations and we look forward to seeing you on Thursday, March 4, 2010!

Sincerely,

The ISA Faculty