Dear (school/LEA administrator):

I understand Bulletin 741, *Louisiana Handbook for School Administrators*, §901(D.), requires each graduating high school senior in a Louisiana public high school, beginning in the 2017-2018 school year and as part of his individual graduation plan, to complete and submit either the Free Application for Federal Student Aid (FAFSA) or the Taylor Opportunity Program for Students (TOPS) online application, or have a parent or legal custodian certify a waiver in writing to the student’s local education agency (LEA) if he refuses to complete such an application. A graduating high school senior’s LEA may also apply for a district hardship waiver if the student is unable to fulfill these requirements due to extenuating circumstances.

Please accept this letter as record of my decision to satisfy the requirements of Bulletin 741, *Louisiana Handbook for School Administrators*, §901(D.) by certifying, in writing, my refusal to allow my child to complete the FAFSA or TOPS online application.

Sincerely,

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Signature Date

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Printed name