Senior Parents--

Whether you're counting the days with joy or tears--graduation day is approaching!
All parents and host families are invited to take part in the Providence Christian Academy senior class special tradition known as Legacy Letters.
The specific information is listed below. Any questions--please do not hesitate to contact me.

Thank you,
Deanna Grice
Legacy Letter Coordinator, srgjr5@aol.com

Legacy Letters Quick Facts

- **WHAT?** Encouraging notes of support written specifically to your PCA senior
- **WHO?** You are encouraged to ask people who have been influential in your student's life to write notes expressing special memories, congratulations, advice and/or inspiration.
- **WHY?** The notes and letters will have a very special meaning to your student.
- **WHEN?** All seniors will receive their letters at the Senior Farewell Event on **Saturday, May 17**
- **HOW?** It is the parent or guardian's responsibility to request letters from friends & family (*See attached samples which may be modified and printed on a paper of your choice*)

*NOTE: Per the Administration's request, **PLEASE DO NOT ASK TEACHERS** to write letters as they are very busy during this time of year.*

- **WHERE?** Parents or host parents collect all Legacy Letters until **Thursday, May 15**
  - Bring all letters to PCA high school office in (1) large manila envelope (Please write student's name on the outside of the envelope)
  - **ALL letters must be delivered to PCA NO LATER THAN Thursday, May 15**

Steps for Legacy Letters:

- **Now**--Make a list of people you would like to ask to write a letter/note/card to your student
  - May include: family, friends, church youth leaders, recreational team coaches
  - Yourself-- Now is your time to put all your good advice into writing!
- **Soon**--Send out requests
  - Sample letter is attached -- feel free to use it to create your own request letter
  - A short form is attached -- may be included with your letter, if desired
  - You may choose to receive all letters by email or you may choose to include self-addressed, stamped envelopes with your letters
  - Have all correspondence **sent to you.** Store together in (1) large manila envelope.
  - At this time, you may also choose to send an encouraging card or email (via the parents) to those seniors who are friends of your student.
- **May 14**--Keep all letters sealed
  - Turn-in the large labeled envelope of collected letters to the High School office no later than **Thursday, May 15**
  - Seniors will receive their sealed Legacy Letters at the conclusion of the Senior Farewell Event on **Saturday, May 17** (more information to come!)
  - Upon receipt, letters will be taken home & read privately by the senior

Thank you again for participating in a wonderful and meaningful Providence tradition.
Your student will appreciate and enjoy their legacy letters for many years!

Providence Christian Academy
Class of 2014
Legacy Letter

To: _____

From: _____

Special memory:

Words of Wisdom:

Words of Encouragement:

Encouraging Bible verse:

SAMPLE LETTER

Date

Dear_____,

As our family prepares for (*your student's name*) graduation, we want to provide some encouragement in the form of a Legacy letter. These letters will be presented to *(him/her)* at the class Senior Farewell Reception in May.

Because you have had an impact on our child's life, we would greatly appreciate you taking time to write a few words of wisdom, share a memorable experience or an encouraging Bible verse. If you are willing to take part in this, please use the enclosed self-addressed, stamped envelope to return your letter to us by (*insert a date as your personal receipt deadline, e.g. May 9*). Please use standard size paper (8 ½ by 11") or smaller, so it can be easily stored. For timeliness, the letter may be emailed to *(include your email address).* If you prefer, a note in a graduation card may also be sent instead of a letter.

Thanks again for all you have done for our senior. We value your input and appreciate your time and effort to put your thoughts on paper. These letters will be cherished for years to come.

Sincerely,
(*Your name)*