Date: **February 2, 2022**

To: Registrar’s Office, Colorado College

 14 E. Cache La Poudre

 Colorado Springs, Colorado 80903

Email: [registrar@coloradocollege.edu](registrar%40coloradocollege.edu)

Re: **STUDENT NAME**

This student was dual enrolled at **HIGH SCHOOL NAME** High School and **COLLEGE/UNIVERSITY NAME** College during **ACADEMIC TIME PERIOD**

The following courses taken at **COLLEGE/UNIVERSITY NAME** College were not used to complete any high school graduation requirements:

Course Title:

Year/Semester taken:

If you have any questions or require further academic information regarding this student, please contact **COUNSELOR NAME/HIGH SCHOOL** or send an email to **EMAIL ADDRESS**.

Sincerely,

**Counselor Name**

**Title**

**School Name**