**DEC Chairperson Notification Letter Template**

This template serves as an example of a District Executive Committee Chairperson’s notification letter to the UIL for the use of the Parent Residence Rule, Four-Year Rule, and Foreign Exchange Rule Waivers.

<<School letterhead>>

<Date>

As the DEC Chair of District <district number-conference number>, I am aware of <student’s first and last name> representing <school name> is applying for a <type of waiver> and I have notified the District Executive Committee of the waiver on this student.

<District Chairperson’s Signature>

<Printed Name>

<Title>

<Email address>