



† Beth-El Churches of Christ, Inc. †

Office of the Registrar

603 East Patapsco Avenue † Brooklyn, Maryland 21225

Phone: (410) 355-4027 † Fax: (410) 655-6624

Bishop Bernard N. Bragg
Presiding Prelate

Apostle Robert Evans, Jr.
Establishmentarian & First Apostle

Date: _____

TO: The Principal's Office and Teaching Staff

RE: _____
Name of Student

Homeroom / Teacher

Dear Sir and Madam:

The Annual Holy Convocation of the Beth-El Churches of Christ, Inc., of which the above-named student is affiliated, will convene Wednesday, October 19, 2011 through Saturday, October 22, 2011 in Baltimore, Maryland. As this is our annual Holy Week, each member is expected to attend every session.

This letter is to request that the aforementioned student be excused from classes during the week of October 18th, so that they may attend this sacred, Holy Week of Convocation. I am confident that a schedule and/or arrangements can be agreed upon that will enable their attendance at this meeting. We have various certified teachers within our membership that will work with each student in an effort to ensure that assignments are completed. Please permit them to make-up all missed examinations upon their return to class.

Thank you in advance for your cooperation. If you wish to verify, or otherwise confirm this request, please feel free to contact me at (410) 355-4027. You may also fax your concerns to my attention at (410) 655-6624.

Sincerely,

Bishop Bernard N. Bragg
Presiding Prelate

BNB:syc