

Template for letter of confirmation from New Zealand school

School Letterhead

Date /Month /Year

To Whom It May Concern

This letter is to confirm that [*student's name*] attended [*school*] from [*dates*] and studied [*number*] subjects as listed below. Subjects in New Zealand are assessed using standards officially approved by the New Zealand Qualifications Authority. I have listed the standards by the National Qualifications Framework (NQF) number and level that are in the assessment programme for each subject. Results for these standards will be reported in the Result Notice and the Record of Achievement.

NCEA Subjects

Assessment programme by standard number and level

Name of Subject 1:

Name of Subject 2:

Name of Subject 3:

Name of Subject 4:

Name of Subject 5:

Secondary schools in New Zealand are regularly reviewed by the Education Review Office and assessment is quality assured by the New Zealand Qualifications Authority.

If you have any queries or concerns please contact [*details of contact person at school – name, position/role, school name, school address, international telephone number and extension number, email address*].

Yours faithfully

Name and designation