



# Clavet Composite School

Mr. Brian Matisz, Principal [brian.matisz@spiritsd.ca](mailto:brian.matisz@spiritsd.ca)  
Mr. Peter Schmidt, Vice Principal [peter.schmidt@spiritsd.ca](mailto:peter.schmidt@spiritsd.ca)  
Box 5, Clavet, SK S0K 0Y0  
Phone: 306-933-1022

*Pursuing success for all*

*A respectful community of life long learners*

To Whom It May Concern:

The following student/s is/are now enrolled at Clavet Composite School. Would you please forward his/her cumulative records, resource room files, or any other personal information, to the above address as soon as possible. If you are not in possession of these records please notify us.

Thank you for your cooperation.

Yours truly,

Brian Matisz  
Principal

NAME OF STUDENT

GRADE

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Date