

# Parent Checklist Letter to the Bishop

Student Name \_\_\_\_\_  
Parent Name \_\_\_\_\_  
Parent Signature \_\_\_\_\_  
Date \_\_\_\_\_

*Please read your student's letter to the bishop. Below are 10 spaces for your initials. Read each statement describing the letter's requirements. Please put your initials on each line to indicate your student's completion of each requirement. Once you believe your student has fulfilled all the requirements for the letter to the bishop, please sign on the "parent signature" line above.*

*As I do not wish to give the bishop your parent checklists when I turn in his letters, **please DO NOT attach this signed sheet to the front of your student's letter to the bishop.** However, the Parent Checklist and Bishop's Letter must be turned in together. A letter to the bishop turned in without a signed Parent Checklist is considered not done. Thank you.*

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1. \_\_\_\_\_ My student and I have read through the directions in our Confirmation paperwork packet for composing this letter to the bishop.
2. \_\_\_\_\_ The letter templet was used to write the letter to the Bishop. My student's letter has the bishop's name & address, the date, the salutation and closing exactly like the templet.
3. \_\_\_\_\_ My student typed their name at the bottom and **SIGNED** the letter.
4. \_\_\_\_\_ This bishop's letter has 4 specific paragraphs.
5. \_\_\_\_\_ Paragraph one – My student introduced themselves to the bishop. This paragraph tells the bishop about our family, my student's school and activities.
6. \_\_\_\_\_ Paragraph two – My student described in detail what he/she has done to prepare for Confirmation. This includes activities both in and out of the classroom.
7. \_\_\_\_\_ Paragraph three – My student told the bishop who their sponsor is and specifically why they chose them.
8. \_\_\_\_\_ Paragraph four – My student asked the bishop for permission to be confirmed. My student explained why they wish to be confirmed. The paragraph proves my student understands why Confirmation is an important Sacrament in the Catholic Church.
9. \_\_\_\_\_ I understand this letter will be returned to my student for corrections if the above 8 requirements are not met.
10. \_\_\_\_\_ **CCD students** must give their Bishop Letter to Anne Fackler at CCD on Sunday, March 3, 2019. **St. Augustine & Home School students** must give their Bishop Letter to Anne Fackler in the parish office on Tuesday, March 5, 2019. **St. Monica School students** must give their Bishop Letter to Deacon Lucas in class on Tuesday, March 5, 2019.