**To:          Memo**

**From:    C. Robinson, Principal**

**Date:     January 9, 2013**

**Re:         Security of School and Email Addresses**

1.       **Reminder:** All visitors to the school **MUST SIGN IN** at the main office and obtain a VISITOR’S Pass. Please return the pass before leaving.

**Note:** All doors will be locked at 8:15 a.m. except the main entrance doors.

2.       **Grade 4 & 5 Only:** The email addresses for **Grades 4 and 5** are gone due to a power failure. We are asking for your email addresses once again. Sorry for the inconvenience. Kindly complete the information below and return to your child’s teacher. Thank you

 Return this portion please.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                                (Please print clearly)