

Sample Invitation

To the Parent/Guardian of {stuFirst} {stuLast}
{stuAddress1} {stuAddress2}
{stuCity}, {stuState}, {stuZipCode}
To the Parents/Guardians of: {stuFirst} {studLast}:

Invitation to Attend Saturday School Jurupa Unified School

{schoolName} {schoolAddr}, {schoolCity}, {school State} {schoolZipCode}

Dear Parent/Guardian,

As part of the attendance incentive program, we would like to offer your child an opportunity to make up one absence by attending a four-hour Saturday School. Students will attend from 8:00 AM – 12:00 noon.

If you are interested, please fill out the included form and ensure that your child returns it to the school prior to the scheduled Saturday School. While in attendance at Saturday School please be notified that all school rules and dress code will be followed. Transportation to and from Saturday School is the parent(s) /guardian(s) responsibility. If at any time during class, the child becomes a disciplinary problem you will be notified and requested to pick up your child.

Students who are in elementary school (K-6th) will not be allowed to walk home. Please ensure that you pick up your child promptly at 12:00 noon.

Students must report promptly at 8:00 AM or they will not be admitted to Saturday School. Parents must complete the included form to be allowed to attend Saturday School. Please make sure that the information completed is accurate and contact information is current.

TIME ASSIGNED: 8:00 AM to 12:00 Noon

DATES:

SCHOOL ASSIGNED:

Student Name: {student}

Grade: {grade}

Parent/Guardian Name

Parent/Guardian Signature

Date

Emergency contact name and phone number

Please list any allergies and/or medical conditions.

If my child is a 7th-12th grade student, he/she has my permission to walk home. Please sign below acknowledging your approval for them to walk home.

Parent/Guardian Name

Parent/Guardian Signature

Date

This form is to be returned to the Attendance Office the following school days, not later than the Monday Prior to Saturday School.