



P A R K V I E W P U B L I C S C H O O L

September 7, 2016

Dear Parents/Guardian;

Going home today will be a copy of the current Office Index for your child. This document is essential in order to provide us with the most up-to-date information about your child, allowing us to respond quickly in the event that we need to communicate with you or your child's caregiver.

To ensure that we have the most accurate and complete data about your child in our new system, it is imperative that you carefully examine all data on this form and make any necessary changes at this time.

To guarantee that this new information has been updated for all students we ask that you return the Office Index form by Wednesday, September 14th to your child's teacher regardless of whether or not you make any changes.

Thank you for your prompt attention to this matter.

Sincerely,

Ms. Lisa Dilworth
Principal