To: PACK teachers

Re: Yearbook Distribution

Date: June 9, 2010

From: John, Jon & Jon

Please read the following information to your PACK class:

We realize that yearbooks are an important part of students lives and we want to ensure that students have the opportunity to devote as much time as they wish to the “signing” and sharing of Yearbooks. Along with this opportunity students are required to accept the responsibility of ‘clearing’ all debts (lost/damaged textbooks, library books and any other outstanding fees/items) prior to receiving a yearbook.

A list of fees/monies/items owed is posted on the Foyer windows of Ms. Hamilton’s office (near entrance to school). Check that list and ensure your name is **cleared** so that you can claim your Yearbook in PACK on June 29th.

Can’t attend PACK June 29th … no problem your report card and yearbook (if you ordered one) will be available in the Main Office throughout the summer during business hours (Mon – Fri 9 am until 3 pm).

 **Yearbook distribution this year will take place Tuesday, June 29th 2010 when you return to school to pick-up your report card.**

 **PACK: Tuesday, June 29th @ 11:00 am**

 **You will have the remainder of the day (11:15 am – 2:00 pm) to “sign” yearbooks with friends and teachers/staff in the Courtyard/foyer and gym one.**

*If you have any questions/concerns regarding yearbook distribution please see either Vice Principal or*

 *Mr. McCullough*