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|  |  | **James Park Elementary School****Together we can …..****1761 Westminster Avenue****Port Coquitlam, BC V3B 1E5****604-942-6658****Principal: Ms Petra Kintzinger** |

July 1, 2014

Hello James Park families,

I hope everyone in your family is enjoying the beautiful summer unfolding, notwithstanding the unfortunate circumstances that caused the early arrival of this particular holiday.

I have now copied, collated and placed in an envelope each and every report card letter for James Park students.  Below is a copy of the letter template, so you can see exactly what it says.  Please notice, the address and personalized references use the names of record, so “The >>>> Family” and first name of child could be different from the one we use daily.

You should know that teachers were not able to provide any report cards at the end of the year, due to first the lock out and then the strike, coming in quick succession.  Therefore, the letter is alone in the envelope and the only information it contains is your child’s name and their attendance record.  **There is no report on your child’s progress to the end of the year**.  Most of you will probably consider the letter to be of almost no value, and a copy will form part of your child’s official school record to indicate the end of the current year at school.

There are 3 ways we can get this reporting envelope to you:

1. You or your child could come by the school Wednesday to Friday this week (8:30 a.m. to 3:30 p.m.) and pick it up – come to the Learning Commons door next to my office, and I will give it to you.
2. You could ask me to hold it til September, when we can give it to your child to bring home.

I hope that most of you will choose #1 or 2.  If you choose #2, please send me a quick email saying so.

1. I could scan and email it.  Again, email the request.
2. I could mail it to you.  All grade 5 envelopes not picked up will be mailed on Friday afternoon.

If you choose #1, you can just come by during the time mentioned.  If you want someone else to pick it up for you, email and let me know.

If you want me to keep it til September, please email and let me know so I can put it aside.

Any report envelopes either not set aside, or not picked up, will be mailed out on Friday.

I wish you all the very best for a safe, healthy and enjoyable summer.  I miss seeing you all here – lots of smiles as I folded reports, thinking of the children and interactions we’ve had over the year.  It is a real privilege and pleasure to work with all of you.

Sincerely,

Petra Kintzinger

School District No. 43 (Coquitlam)

550 Poirier Street

Coquitlam, BC, V3J 6A7

“Learning for a Lifetime”

The Kirk Family

1701 Enterprise Street

Coquitlam, BC, NCC-170

July 2, 2014

Dear Parents/Guardians of <STUDENT NAME>:

The purpose of this letter is to provide you with an update regarding year-end report cards.

For students in Grades K-5 the date set for report card completion fell after the beginning of the full strike. Therefore some report cards for classes at <SCHOOL> cannot be issued. Where there is assessment information available, it is attached to this letter.

I have attached your child’s attendance record to this letter. I am also pleased to assign <STUDENT> to Grade <GRADE> for September 2014. If you have specific questions about this information or your child, please contact me at the school number. More information regarding the September start-up will be posted on our school website and/or emailed to you at a later date.

I would like to wish your family a relaxing, safe summer. I hope <STUDENT> has a wonderful summer.

Sincerely,

<PRINCIPAL NAME>

Principal

<SCHOOL>

Attendance Label