

READ

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## PICTURE DAY

~~TUESDAY~~, NOVEMBER 4, 2020

Wednesday

Teachers,

Please hand out flyers today and read carefully. Each picture flyer has been personalized for each child. It brings each student's *Last and First Name, HR Teacher, Grade Level, and Student ID number* already printed on them. You have to make sure that you give the correct envelope to the correct student. Please double check that the envelope that you are giving the student is their own. Make sure your students DO NOT switch their personal envelopes among themselves and DO NOT use white out to change the name on the flyer. The barcode on the flyer identifies the name already printed on it. For those students that did not receive an envelope, send me a note or an email and I will provide you with a blank flyer. Also, please make sure you share all this information with your ONLINE students. Encourage parents to pay online. **Money will only be collected on picture day. Any money sent to the office, will be returned.** Also, please make sure if you have envelopes of students who are no longer in your classroom due to homeroom changes or withdrawals, please send them to me...DO NOT hold on to them.

If you have any questions, please do not hesitate to come see me. Thank you in advance for your cooperation in this matter.

Sincerely,

Dianelys Parente  
Treasurer

