

September 2016

Dear Parents/Guardians,

The educational staff at the Ottoson is very excited about the School Agenda Book your child received this week. Our goal is to enhance the learning experiences of our students by implementing the Agenda Book strategies at the beginning of the school year. The success of our students is directly linked to the team effort of home and school.

The front section of the Agenda Book contains information regarding academic and behavioral expectations as well as information regarding school routines. The Agenda Book is designed to support the acquisition of skills in time management and organization. It provides an area to write daily and long-term assignments, test information, and teacher or parent guardian comments. Students should be sure teachers and adults at home and school see these messages.

Please read and discuss the Agenda Book with your child, and indicate you have seen it by signing on the parent/guardian line below.

We look forward to a stimulating, productive year for your child and to a continued strengthening of communications between home and school.

Sincerely,

Eileen Woods
Interim Principal

Jack Flood
Assistant Principal

Maureen Murphy
Assistant Principal

Wendy Salvatore
Assistant Principal

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Parent/Guardian Comments:

I have seen my child's Agenda book

\_\_\_\_\_  
Parent's/Guardian's Signature Date

Cluster/Teacher \_\_\_\_\_ Child's Name \_\_\_\_\_

Clg  
agendabkltr