

August 30, 2022

RE:2022-2023 Agenda – Optional

The agenda is an extremely important classroom tool in elementary school as it helps with communication between the school and home, and aids students with organization and preparation.

All students are required to have an agenda for the 2022-23 school year. Glen Allan has agendas for families to purchase for the cost of \$4.25. We recommend these agendas for student use as they are of high quality, formatted for optimal classroom use, and students having the same agenda provides consistency in the elementary classroom. If students have attended Glen Allan in the past, the agendas are similar to what they received previous years. If families choose not to purchase an agenda from the school, it will be the responsibility of the family to provide an agenda that has space for daily communication.

**Please complete and return the bottom portion to the school by Friday, September 2.**

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**Yes**, I want an agenda. The cost of \$4.25 will be added to 2022-2023 School Fees.

**No**, I do not want to purchase the agenda from Glen Allan Elementary and will provide a different tool/agenda for my student to use.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Class

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date