



Robert O. Townsend Junior High School

15359 Ilex Drive Chino Hills, CA 91709

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www.chino.k12.ca.us/townsend



ASSISTANT PRINCIPAL: Onyema Anyanwu

PRINCIPAL: Michael Cloke

ASSISTANT PRINCIPAL: Michelle Bonnema

October 17, 2023

Dear Parent/Guardian of:

As part of our perfect attendance incentive program, we would like to offer your child the opportunity to make up for one absence by attending a four-hour **Saturday School** on **November 4, 2023**. Students will attend from **8:00 a.m. - 12:00 noon**.

If you are interested, please fill out the included form and ensure that your child returns it to school by **Monday, October 23, 2023**. Again, your child can gain back one full day of attendance by attending a four-hour Saturday School. We thank you for supporting this program.

Sincerely,

Michael Cloke
Principal

Note: Students must report to the front gate **promptly at 8:00 a.m.**, or they will not be admitted to Saturday School.

My child will attend Saturday School on **November 4, 2023**. I will ensure my child is at school by **8:00 a.m.** and will stay until **12:00 noon**. I understand this is strictly voluntary and by having my child attend this four-hour Saturday School, one full day of school will be granted in place of one absence, and that absence will be eliminated.

Please allow my child _____ to attend Saturday
(Student Name)
School on **November 4**, from **8:00 a.m. - 12:00 noon**.

(Parent Name)

(Parent Signature)

(Date)

(Emergency contact number)

Please return this form to the office by Monday, October 23, 2023.

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