May, 2017

Dear Parents/Guardians:

As the Moving Up Ceremony quickly approaches for our fifth grade students, I would like to share some guidelines with you in an effort to have the day run smoothly:

1. Please make sure your child arrives to school on time on Friday, June 16th, to ensure that every one is lined up properly for the procession. The ceremony will begin promptly at 9:20 a.m.
2. Please make sure your child/children adhere to the district dress code policy for this special day.
3. Please bring the two designated tickets with you to the ceremony **Each ticket holder must have a valid picture identification to enter the building. No exceptions.**
4. No parents/guardians will be allowed in the building prior to 9:00 a.m. **Please *enter and exit* the school through the gym lobby doors**.
5. Please remain in the gym area.
6. Siblings **may not** be signed in/out to attend the ceremony. They must take an absence for the entire day.
7. If you wish to sign your 5th grade student out after the ceremony, it will be done in your child’s classroom.

Thank you for your continued cooperation. We are looking forward to sharing in this special day with you.

Sincerely,

**Kathleen McKiernan**

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Principal