

Totowa Borough Public Schools

Washington Park School

10 Crews Street, Totowa, NJ 07512

Phone: 973-956-0010 Ext. 2103 Fax: 973-389-2270

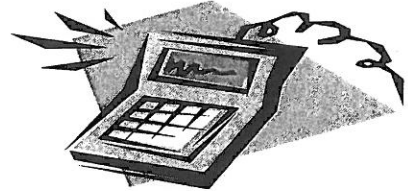
E-Mail: totowacapitelli@Yahoo.com/totowaobrien@Yahoo.com

www.totowa.k12.nj.us

Patricia Capitelli
Chief School Administrator

Michael O'Brien
Principal

September 8, 2016



Dear Parents and Guardians:

Your child will be assigned a calculator and/or template with a specific identification number which they will be able to use in school and at home for homework. Since these items are the property of the, Totowa Board of Education, they are subject to inspection and damage assessment.

Please stress to your child that the calculator and/or template is their responsibility and solely for their personal use. These calculators and/or templates are to be returned in June and the replacement cost for a damaged or lost piece of equipment will be charged. Report cards, diplomas, and/or yearbooks will not be issued until all items have been returned and/or paid for.

Please sign, detach, and return bottom portion of this letter tomorrow, September 9, 2016.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "M O'Brien".

Michael O'Brien

cc: Ms. Patricia Capitelli, Chief School Administrator
Mr. Jonathan Kruzel, Vice-Principal, Washington Park School
Ms. Lauren Terranova, Supervisor of Special Education
Ms. Nicki Mc Grane, Supervisor of Curriculum and Instruction

CALCULATOR/TEMPLATE NOTICE

I have discussed the above letter with my child and agree to the responsibilities and fee as indicated concerning calculators and templates.

Student name

Homeroom

Parent/Guardian signature