



**Jefferson Township Public Schools
Middle School**

1000 Weldon Road, Oak Ridge, NJ 07438
Phone: (973) 697-1980 Fax: (973) 697-1348
www.jefftwp.org

Assistant Principal
Kathleen Cutrona

Principal
Kelly J. Cooke

Assistant Principal
Robert Hayzler

April 1, 2017

Dear Parent/Guardian:

Your assistance is needed in the preparation of student Promotion Certificates for our Promotion Ceremony, scheduled for Monday, June 19, 2017. **Please fill complete, sign, and return the section of the form below to provide us with the information needed for printing your child's correct name on his/her certificate.** We ask that you do not use nicknames on the Promotion Certificate.

Your child should return this form to the Flex teacher as soon as possible, but no later than Friday, April, 28, 2017.

Thank you for your cooperation.

Sincerely,

Kelly Cooke
Principal



- Return to FLEX Teacher no later than April 28, 2017 -

Student Name: (PLEASE PRINT)

First Name: _____

(Optional) Middle Name (or initial): _____

Last Name: _____

Parent/Guardian Signature*: _____

***Please note: Parent/Guardian signature is required on this form.**

Home of the Falcons