

April, 2013

Dear Parent/Guardian:

Would you still like the opportunity to have your child attend a great school that is on the cutting edge of the latest technology? You must act now!

The School District has requested that a letter be sent to Ms. LaTretta Jones, Director, Office of Student Placement, to verify that you would prefer that your son/daughter attend Murrell Dobbins CTE in the fall, and not the school they have been assigned. **In order to assist you in this process, we will hand deliver the letter ourselves. Please complete the attached letter and mail or bring it to the school immediately.**

Enclosed is a form letter. Kindly fill in the blank spaces with the necessary information, and mail directly to Ms. LaTretta Jones, Director, Office of Student Placement, 440 N. Broad Street—1st Floor, Room 1151, Philadelphia, PA 19130, **immediately.**

Thank you for your immediate attention and cooperation in getting your child placed at Murrell Dobbins CTE in September 2013.

Sincerely,

Toni Damon, Ed.D.
Principal