

November 18, 2011

Dear Grade 12 Student and Parent/Guardian of Grade 12 Student,

Due to teacher job action you may not have received all of your marks on the attached report card. Teachers have agreed to provide marks for grade 12 students who require them for graduation, post-secondary applications and scholarship purposes. The administration at LA Matheson Secondary has visited all grade 12 classes as a means of explaining the process for grade 12 students to receive their marks during the current reporting period. However, if you were absent, or if you have changed your mind, and still require your marks for any reason **please fill out the form below and submit it to the office by Friday December 2.** Teachers will then provide the marks and a new report card will be issued.

Sincerely,

Mr. P. Sarmento

Principal

REQUEST FOR GRADE 12 MARKS

I am a grade 12 student requesting my marks for the purpose of graduation, post-secondary and/or scholarship applications.

Student name (please print): _____

Student Number: _____

Student or parent signature: _____

Period	Teacher	Course
1		
2		
3		
4		