

To: Parent of Students in Science and Engineering Club
From: Seven Oaks Teachers

Science and Engineering Club has become a wildly popular PTA sponsored activity here at Seven Oaks. Our staff would like to support the PTA in this endeavor to serve our students in this after school program. Over 140 students attended last month! The only downside is the time required to check in that many students. That being said, we have decided to make a few changes to expedite the process.

Currently, many phone calls are being made home the day of Science and Engineering Club because students may forget, or parents may have forgotten to make other arrangements for their child to get home after the event. **Therefore, beginning immediately, a separate permission form will be required to attend Science and Engineering Club each month.** This form will need to be turned in to the teacher on the Tuesday before Science and Engineering Club. It will be returned to the student on Thursday at the end of the school day. *(Please let your child's teacher know if you need a hard copy.)*

This will accomplish three things:

1. It will alleviate the phone calls to and from school on the third Thursday of the month.
2. It will give the presenters a head count so they can be prepared with enough materials for all of the students participating.
3. The permission form will serve as a "ticket" into the event ensuring that parents are aware their child is staying after school that day, and students can be checked in much faster!

We realize this is a change to the regular procedure, but we believe this process will better serve the parents and students of Seven Oaks. Thanks for your help and understanding.

Seven Oaks Teachers

Below is the permission form

Science and Engineering Club!

Thursday, January 18th

4:00-5:00

Seven Oaks Gym

Student Name: _____

Grade: _____ Teacher: _____

Parent Name: _____

Phone # for parent: _____

Students must be picked up at 5:00. Thank you.