

INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District
Grant Elementary School

TO: Teachers

DATE: June 29, 2007

FROM: Cheryl Yamashita, Principal
Chris Ikeanyi, Assistant Principal
Phyllis Scadron, Assistant Principal

SUBJECT: OPENING BULLETIN

Welcome to the New School Year! We look forward to an exciting and successful year.

Please update the Grant Elementary School Teacher Handbook with the following:

- Staff Roster
- Bell Schedule / Inclement Weather Schedule / Psychomotor Schedule
- School Calendar / Banked Time Days / Buy Back Days / Pupil Free Days
- Calendar of Important Dates
- Emergency Map (School Map)
- Play Area Schedule
- Bulletin Board Guidelines & Schedule
- Lunch Table Assignment

Please, bring the handbook to the staff meeting today. The listed enclosures shall be discussed at the staff meeting.

Should you have any questions, please see any of the administrators.