



# Sutherland Secondary School

1860 Sutherland Avenue, North Vancouver, British Columbia V7L 4C2 Tel: 604 903-3500 Fax: 604 903-3501

June 17, 2016

Dear Parent/Guardian,

## New Report Card and Yearbook pick-up procedures for Wednesday, June 29, 2016:

The morning of Wednesday, June 29, students are asked to report to school, in their grade groups (see times below). Tables will be set up in the multi-purpose area (cafeteria) where staff will hand out either a report card or a fees due sheet. Students who receive their report card can proceed to room B100 (Art/Photo) to collect their pre-purchased yearbook. Students who have outstanding items will have the opportunity to return them, look through the bookrooms, speak to teachers, or pay for lost items or outstanding fees. Once the items are accounted for, students will be able to pick up their report cards and yearbooks.

Students should be making every effort, at this time, to clear up their accounts. Payment for outstanding fees can be made online (including by credit card - see attachment) or by cash or cheque to the main office. Library books are to be returned and fines paid in the Library. Subject area textbooks for this semester should be returned to teachers promptly. Uniforms are to be returned to Mr. Thornhill or the Main Office.

Due to the amount of work that goes into preparing for this day, no report cards or yearbooks will be handed out early. If your student is unable to pick-up at the appointed time, the items will be available at the main office after 1:00 on Wednesday, June 29 or in the morning of Thursday, June 30. Any unsold yearbooks will be available for purchase for \$40 at 1:00 pm Wednesday, June 29 from the Main Office. Report cards do not get mailed home. Contact the school by email at [sutherland@sd44.ca](mailto:sutherland@sd44.ca) if you wish to make arrangements to pick up over the summer.

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| Grade 8  | 9:30am  |
| Grade 9  | 10:00am |
| Grade 10 | 10:30am |
| Grade 11 | 11:00am |
| Grade 12 | 11:30am |

Sincerely,

Michael Kee  
Principal