Dear Parents and Guardians,

Hello and welcome! I am excited to have your student in class this semester. Please know, that while I am your student’s core teacher this year, I will going on maternity leave on January 28 (or sooner). In my 12 week absence, Ms. Debra Delong will be taking my place. She is a retired math teacher and is looking forward to being back in the classroom and teaching math full time. I will be returning on, or close to, April 22.

In class we have discussed the policies and procedures for our Math 2 Class. The students were also provided a syllabus containing these policies and procedures to bring home and discuss with you. I have assigned a homework assignment due by Friday, January 25, 2019 to have you **contact me and Ms. Delong via email** (if applicable, as this is the best way to reach me and will allow you to receive email updates) ***and*** return this form. By signing the form below, you and your student have read and understand the policies and procedures. Please contact me at [jennaa.garlock@cms.k12.nc.us](mailto:jennaa.garlock@cms.k12.nc.us) and Ms. Delong at [debram.delong@cms.k12.nc.us](mailto:debram.delong@cms.k12.nc.us) with any questions or concerns.

Thank You,

**Jenna Mangano**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Additional Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ I have sent an email to Mrs. Mangano \_\_\_\_\_\_\_\_ I do not have an email address.

Would you be willing to Proctor for exams in June? \_\_\_\_\_\_\_ Yes! Please Email me \_\_\_\_ Sorry, I cannot