

Memo

To: Senior Teachers
From: Dianne Smiley
Re: Holiday Deadlines
Date: November 11, 2011

Please announce this information to your seniors and post this notice in your classroom.
Thanks.

Holiday Deadlines

Thanksgiving holidays begin on November 23. Materials such as scholarship or college applications that need to be postmarked by December 1 should be in Mrs. Smiley's office by November 18.

Christmas Holidays begin on the afternoon of December 15. Any scholarship or college applications that need a postmark on or before January 5, 2012 must be in Mrs. Smiley's office by December 8. No Exceptions.