

Dear Parent or Guardian,

This letter is being written by the physical education department instructors for the purpose of asking for your help.

During the first couple of days of each semester your son or daughter is given a lock and locker in the high school locker rooms. This lock is given to them so can lock up their valuables during the time they are in P.E. class.

We are asking for your help in insisting your son or daughter use their lock to lock up their valuables on a daily basis. All too often money and other items get stolen from the locker rooms but, in every case, their valuables were not locked up and were left out or on the bench or in their backpacks. Besides locking their valuables up they can also give it to the teacher to lock in their office for them during class.

We believe it is their responsibility to lock their valuables up but need your help in reminding them to do so.

Thank you in advance with your help in this matter.

Sincerely,

H.K. Physical Education Dept.

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I have read the above letter and have discussed it with my son/daughter.  
Please return to teacher by the next P.E. class.

Parent

signature \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Student  
signature \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_