



School for Global Leaders
Middle School 378
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 New York, NY 10002
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November 6

Dear Parents/Guardians:

Eighth grade is an exciting year full of fun events and exciting milestones! This year, students will be invited to attend a special overnight incentive trip, have a night to remember at prom, and graduate from middle school. We are so looking forward to celebrating all of the achievements of the Class of 2020! In an effort to spread out senior dues for the year, we will begin collecting money for our first important senior milestone! Eighth graders will be measured for their cap, gown, and senior t-shirts in December.

The cost of these items bundled together from the manufacturer is **\$35**. Please submit payment for these items by **December 5, 2019**.

Please be advised that once caps and gowns have been purchased, **there will be no refunds issued if students do not graduate**. They will still be entitled to keep the items that they purchased, but will not be eligible for a refund. **Students must meet academic and behavioral requirements in order to be eligible to participate in our graduation ceremony.**

We do have caps and gowns available for loan, but there are very few, and will be loaned out on a first come, first served basis. Students may also feel free to borrow from older siblings or cousins, as we are still using the same color caps and gowns (however in this case, students will not get a tassel or a keychain with their year of graduation). If you choose to borrow or use a cap and gown from a sibling, t-shirts will be available for separate purchase for **\$12 each**.

Please submit payment in cash or money order only, payable to **Smooth Sportswear**, along with the tear off sheet below. Please enclose in a sealed envelope with your student's name, class, and the amount labeled clearly on the outside. All payments should be submitted directly to Mrs. Rhoads.

Thank you!

SGL 8th Grade Team

Student Name: _____ Class: _____

Please circle one:

Cap & Gown & Senior T-Shirt

T-Shirt ONLY

Amount Submitted: _____

Keri Ricks, Principal
 Cheryl Campos, Assistant Principal