**CHECK$ CHECK$ for your room!**

**Thanks to The Fair™!**

**PARENT LETTERS FOR USING CHECK$ AT SCHOOL:**

1. **Only students who have checks need to take home the letter.** (Sending home the letter with a child who has no check raises an expectation for something that will not be coming.)
2. **How to** **turn in checks** to the office for your grade level activity:
	1. Print a **class list.** Record the checks for the student and use two columns to indicate you have received a “Yes” or “No” parent permission slip.
	2. For the “check use **parent permission slips**” that say “YES”. **Checks** must signed by the students. Students need to sign the back of the checks.
	3. **Total the checks** you are turning in. Make a copy for yourself.
	4. **Attach** your class list to the Financial Recap Sheet used by the office.
3. **If a parent checks off the “NO”,** just put the check in an envelope and send it home. Have the student sign the letter as they receive their check. Keep the “No” Check Permission Slip as this is your proof that the check(s) were sent home.