St. Margaret Church

Office of Religious Education

66-05 79th Place

Middle Village, NY 11379

stmargaretre@gmail.com

October 21, 2017

Dear Principal:

A student at your school is in our Confirmation Program. As part of their faith formation and preparation for this Sacrament in our parish, it is essential for him/her to take part in a special day of retreat. This school year, the retreat will take place on Tuesday, April 17, 2018 from 6:45 a.m. until 3:30 p.m., which includes travel time. It will be conducted by the Salesians at the Don Bosco Retreat Center in Stony Point, NY.

Kindly excuse the student named below with the permission from his/her parent, for not attending school on Tuesday, April 17, 2018. Your understanding and cooperation in this matter is greatly appreciated. If you have any questions, or would like additional information, please do not hesitate to contact me.

Yours truly,

Joyce Mennona

Director of Religious Education

St. Margaret Church

Name of pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Teacher(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_