

Series 6000

**6164
Form**

EASTFORD ELEMENTARY SCHOOL
12 WESTFORD ROAD
P.O. BOX 158
EASTFORD, CT 06242-0158

Date _____

Dear

Students are responsible for the books, materials and other school property entrusted to them. Each year, replacing damaged and lost school property takes a substantial toll on our budget. Your child, _____ has lost and/or damaged the following books/items.

BOOK TITLE/ITEM	COST	LOST	DAMAGED

We urge you to search your home, car, etc., for any lost books and/or materials. We expect that families will reimburse the school for any lost and/or damaged books or other items of school property. Thank you in advance for your cooperation and support.

Sincerely yours,

Principal

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Eastford Board of Education