



COMMONWEALTH-PARKVILLE SCHOOL

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NEWS FROM THE CENTRAL OFFICE.... June 2011



Dear Parents:

We continue doing all of our communications through e-mail or the website. All the summer mailing information for the beginning of the year and forms that you need to hand in must be downloaded from **our** website: www.cpspr.org. Go to the CPS Forms on the left and enter into "Beginning of the Year Forms" for CHS or PKS Campus accordingly. Should you have any questions, please call Diana Morales at 787-765-4411 ext 242.

Please include the following items in your agenda:

1. Those parents who choose the ten month direct debit payment plan for 2011-2012 school year should have signed their contracts by now so we can process the debits **beginning June 20, 2011. If you HAVE NOT SIGNED THE CONTRACT YET**, call Diana Morales – 787-765-4411 as soon as possible. This is not done automatically from the previous year. Diana will be on vacation from July 1–28, 2011.
2. Parents who pay by semester should have received an invoice in the mail. If you have any questions, please call Diana Morales at the Central office as soon as possible.
3. Vouchers will be in the mail the forth week of June.

CENTRAL OFFICE IS CLOSED FROM JULY 1 TO JULY 27, 2011 FOR VACATIONS

4. The BOOKSTORE announces it will be **open** as follows:

- July 30, 2011 - **-8:30 am – 2:30 pm Open for pre-ordered uniform exchanges**
- If you did not pre-order, please download order form from website and hand to Angie Garcia so she can process it and call you when is ready.

Cafeteria employees will be available for information and payments.

- August 1-2, 2011 - **Closed**
- August 3, 2011 - **Bookstore re-opens daily 7:30 am – 2:00 pm**
- September 6, 2011 - **Bookstore opens Monday, Wednesday, Friday only.**

Sincerely yours,

Diana de Jesus

Director of Finance and Operations