

LAINIE S. DONNELL, M.A.  
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July 25, 2012

Dear Parents,

It is hard to believe, but I am accepting scheduling requests for the 2012-2013 school year. Please complete the attached forms and return them to me no later than **August 10th** so that I may best accommodate your scheduling needs. Please note that after this date I will not be able to guarantee availability. Additionally, I have attached a new contract to be reviewed and signed. Feel free to contact me with any questions. I look forward to our continued work together!

Sincerely,

Lainie S. Donnell, M.A.

**WE WILL NOT MEET ON THE FOLLOWING DATES:**

**October 23-28**

**October 31**

**November 22-23**

**December 24-25**

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**2012-2013 School Year Scheduling Form**

Student's Name: \_\_\_\_\_

School he/she will attend in the fall: \_\_\_\_\_

Grade he/she will be entering in the fall: \_\_\_\_\_

Date of student's first day of school: \_\_\_\_\_

Date of student's last day of school: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Please mark the boxes to indicate your **TOP 3 PREFERENCES** with **1 being your first choice AND 3 being your last choice:**

Choice	<u>MONDAY</u>	Choice	<u>WEDNESDAY</u>	Choice	<u>THURSDAY</u>	Choice	<u>FRIDAY</u>
9:30 am		9:30 am		1:30 pm		9:30 am	
10:30 am		10:30 am		2:30 pm		10:30 am	
1:30 pm		1:30 pm		3:30 pm			
2:30 pm		2:30 pm		4:30 pm			
3:30 pm		3:30 pm		5:30 pm			
4:30 pm		4:30 pm					
5:30 pm		5:30 pm					

Please indicate requested number of sessions per week:      1      2      3