

Subject: Student ID Distribution and Replacement Costs

Dear Parents/Guardians,

We hope this letter finds you well. We are writing to inform you about the distribution of Student IDs, which will be taking place over the next two weeks.

The Student ID is a critical part of our safety protocol, ensuring that only our students have access to the building and certain facilities. It is compulsory for students to always carry their IDs while on school premises.

If an ID is lost or damaged, it can be replaced at a cost of \$5. This cost covers the production and distribution of the new ID. We understand that accidents can happen, but we strongly encourage students to take care of their IDs to avoid this additional cost.

We are committed to maintaining a safe and secure environment for our students and staff. We appreciate your understanding and cooperation in this matter.

Kind Regards,

Yours In Education,

William C. Wade, EdS

Principal

Booker T. Washington High School

45 Whitehouse Drive SW

Atlanta, GA 30314

404-802-4600 (Office)