



Malcolm Elementary School
14760 Poplar Hill Road
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Mr. Scott Hangey
Principal

Mrs. Tavon Myers
Assistant Principal

March 20, 2022

Dear 5th Grade Parents,

This is a reminder that all 5th grade students are required to submit two updated proofs of domicile by **April 11, 2023**. Please see the attached letter that outlines which proofs are acceptable. Your child will be bringing home this physical letter as well.

The second reminder for submitting the two updated proofs of domicile is **March 24, 2023**. If the two proofs of domicile are not provided before March 20 you will receive a notification from the school.

The third and final reminder for submitting two updated proofs of domicile is **March 31, 2023**. If the two proofs of domicile are not provided before March 27 you will receive a notification from the school. *Our school office will be closed from April 3 through April 10. Your child's schedule for middle school will not be finalized for the 2023-2024 school year until your proofs of domicile are received at your child's current school.*

These proofs can be uploaded into Synergy, sent in with your student or emailed directly to our attendance secretary, Ms. Peoples, at ppeoples@ccboe.com. If you have any questions or are unable to produce two acceptable proofs of domicile, please contact Ms. Peoples or Mr. Alvarez for assistance.

Sincerely,

Scott Hangey

Scott Hangey
Principal
Malcolm Elementary School