

ARLINGTON CENTRAL SCHOOL DISTRICT

TITUSVILLE INTERMEDIATE SCHOOL
128 MEADOW LANE, POUGHKEEPSIE, NEW YORK 12603
TELEPHONE (845) 486-4470

Principal
Mr. Richard C. Sutton

June 24, 2019

Dear 5th Grade Families,

Due to the forecast of rain and possible thunderstorms, we have made the decision to move the 5th Grade Recognition Ceremony indoors. We will hold the ceremony in the TIS cafetorium tomorrow, Tuesday, June 25. The ceremony will begin at 9:30, sharp. Doors to the school will open at 8:55.

Due to space constraints, each fifth grade student will receive two tickets for admission to the ceremony. These tickets will be sent home today. If your child is absent today, we will hold tickets in your child's name at the sign-in tables. Two members from each family are the only ones who will be guaranteed seats in the cafetorium. Our space and seating is very limited - only about 300 seats will be available for family members.

For the ceremony, parents will enter the school through the **left entrance in front of the school - NOT the main entrance**. From there, the gym will be set up with five tables - one for each class. At each table, staff members will be present to sign family members in and take tickets. The two family members with tickets will be ushered to their seats. Those without tickets will wait in the gym to see how many empty seats we have after all ticket-holders are seated. We ask that you honor our request to limit the number of family members attending. We will do the best we can with the limited amount of space that we have.

Thank you for your understanding and patience. I am looking forward to a great ceremony that honors all the hard work you and your fifth graders have done over the past six years!

Yours in education,

Rick Sutton, Principal