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| **ABC Elementary School** |
| *[Photo of your school here]* | 123 Any StreetAnytown, Mississippi 12345 |
| 555.555.5555 |
| www.abcelementary.com |
| info@abcelementary.com |

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| **People to Know** |
| *[Photo of principal here]* | *[Photo of counselor here]* | *[Photo of teacher here]* |
| This is Jane Doe.She is the principal. | This is Sue Smith.She is the counselor. | This is John Williams.He is your teacher. |
| 555.555.5555 | 555.555.5555 | 555.555.5555 |
| jdoe@abcelementary.com  | ssmith@abcelementary.com | jwilliams@abcelementary.com |

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| **Important Information** |
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| **SCHOOL HOURS**7:30am to 2:00pm | **Bus #** \_\_\_\_\_\_\_\_\_\_\_**Location** \_\_\_\_\_\_\_\_\_\_\_ | **Lunch #** \_\_\_\_\_\_\_\_\_\_\_ |

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| **When do I contact the school?** |
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| Student is sick. | Student has appointment. | Problem in class or school. | Question about school. |