

# Report Card Distribution Details

Dear Parents/Guardians,

We are pleased to inform you about the upcoming distribution of report cards for the current academic term. Please find the details below:

## Distribution Schedule

- **Date:** March 15, 2024
- **Time:** 3:00 PM - 5:00 PM
- **Location:** Main School Auditorium

## Important Notes

Please ensure to bring a form of identification while collecting the report card. If you are unable to attend, you may authorize another person to collect it on your behalf by providing a signed letter of authorization.

We appreciate your cooperation and look forward to seeing you.

Warm regards,

**[Your School Name]**

**[Contact Information]**