

Dear Parents/Guardians,

We are pleased to inform you about the upcoming schedule for the issuance of report cards for the academic year.

Report Card Issuance Schedule:

- **Term 1:** Issued on January 15, 2024
- **Term 2:** Issued on April 15, 2024
- **Term 3:** Issued on July 15, 2024

Please ensure to collect your child's report card on the specified dates. If you have any questions, feel free to contact the school office.

Thank you for your continued support.

Sincerely,
[Your School Name]