



LOS ANGELES UNIFIED SCHOOL DISTRICT

Ramon C. Cortines
Superintendent of Schools

Carlson Home/Hospital School
10952 Whipple Street
North Hollywood, CA 91602
Telephone: (818) 509-8759
Facsimile: (818) 505-0246

Dr. Shelley Weston
Assistant Superintendent
Secondary Instruction

Janice Davis
Director, High School Programs

Jack Bagwell
Elementary Director, Local District 2

Joe Salvemini
Principal

Date: _____

Dear Parent/Guardian:

Your child's home teacher, _____, will not be available to teach your child for a period of _____ days, beginning _____ and extending through _____.

You have the choice of waiting for _____ to resume teaching or you may request a new home teacher be assigned. Please keep in mind that if a new teacher is available, it may take several days for the new teacher to be assigned and then to contact you. If a new teacher is assigned, he/she will be your child's permanent teacher.

If you decide to wait for your child's current home teacher to return, please request additional assignments for your child to complete to maintain his/her academic skills.

Please indicate your choice below with a check mark and return this form to your child's home teacher so that we will have it for our files. You may also mail or fax it to me directly at the number listed above.

Sincerely,

Joe Salvemini, Principal

To: Joe Salvemini, Principal
Carlson Home / Hospital School

Mark one: I will wait for _____ to return.
Teacher's Name

Please assign a new teacher to work with my child.

Parent/Guardian's Name

Student's Name

Parent/Guardian Signature

Date