

Face-to-Face Letters for:

Human Resources Administration(HRA)

appointments or Housing

and IRS/Court/Food Stamp letters

are only prepared on

Tuesdays

and

at least one day's notice

should be given.

You can call to request the letter but the **parent/guardian of record must come in** and **sign** for the letter. For requests of proof of student registration/attendance, no signature is required.

THANK YOU.

BAYCHESTER ACADEMY