

# Assignment Alert

Date \_\_\_\_\_

Dear Library Staff,

I plan to assign to a class of \_\_\_\_\_ students the following assignment:

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*(Continue on back of sheet if necessary)*

Grade Level \_\_\_\_\_

Dates of Assignment: from \_\_\_\_\_ to \_\_\_\_\_

Teacher \_\_\_\_\_

School \_\_\_\_\_

Phone \_\_\_\_\_ Extension \_\_\_\_\_

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