**Please email this information to SDP@kellyservices.com with the subject line of “School Notes”**

**Name of School:**

**Submitted by (secretary name):**

**Approved by (principal name):**

**Please include the message you would like displayed. For example: *Thank you for accepting an assignment at <school name>. We are very glad to have you as part of our team. Please note that parking is available on <street name> or public transportation is available on <bus line>. Substitute employees must sign in at the main office before reporting to their classroom or work location. We look forward to seeing you soon and thank you for making it a brand new day for the students of The School District of Philadelphia!***

**Message:**