



10665 Haynes Bridge Road  
Alpharetta, Georgia 30022  
Phone: 770-740-7030  
Fax: 770-667-2842

Lauren Seidman, Principal  
Shawn Keim, Assistant Principal  
Rashida Armstrong, Assistant Principal

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September 5, 2014

Dear Parent/Guardian:

You have expressed interest in chaperoning on the 8<sup>th</sup> Grade GA Trip, October 15-17, 2014. Please see below the requirements of all non-employees chaperoning a Fulton County sponsored, overnight trip:

1. If you have not already completed the new on-line volunteer sign up at the [fultonschools.org](http://fultonschools.org) website, please complete this first, instructions can be found on our website at [haynesbridge.org](http://haynesbridge.org).
2. All overnight chaperones must be fingerprinted by Fulton County Schools Police, either at the Administrative Building, 786 Cleveland Avenue SW Atlanta GA 30315 or at the Milton Center, 86 School Drive, Alpharetta, Georgia 30009. Please call Dawn Pinckney at (404)763-5725 to schedule an appointment time, no walk-ins will be accepted, this arrangement is by appointment only.
3. If going to the Milton Center, enter thru the door that is marked "Gwinnett Tech Adult Education" and check in at the security guard desk.
4. In case of an emergency on the day of your appointment, Ms. Pinckney can be reached at 770-740-7061 ext. 164. **Please note: She is available only at this number on appointment days.**
5. There is a fee due of **\$44.25** for printing which has to be in the form of a money order or bank cashier's check made payable to: Fulton County Schools. **No cash, credit or debit cards or personal checks accepted.**

Thank you for volunteering to chaperone this event. If you have any questions regarding the above information, please contact the school at 770-740-7030.

Sincerely,

Rashida Armstrong  
Assistant Principal