

# Sharon International School - Middle

Sisattanak, Vientiane, Laos | 021-353275 | [www.sislao.com](http://www.sislao.com)

**August 31, 2016**

**Dear SIS parent:**

This morning our office received the government decree that we are to close school during the ASEAN Summit. This is to inform you of our school's response and action plan to this decree.

1. All classes will be closed September 5<sup>th</sup> -9<sup>th</sup>.
2. Middle school students will be receiving information from your child's grammar, science, and social studies/literature teachers about how you can help your child to keep up with school work during the school closing. Please support your child as a student by setting aside time for him/her to complete these important assignments to turn in September 12<sup>th</sup>.
3. Your child may borrow the student lap-top he/she has been using to be able to continue with his/her math lessons. If you agree, please sign below and return the bottom portion to us by Friday morning this week. If you do not agree, your child may stay after school to catch up 4 math lectures/lessons or as needed after the ASEAN Summit is over. Math CDs may not be installed on another computer or lap-top as this will use up our license and will cause the program to stop working.
4. We will plan to implement an alternative middle school schedule September 12-23 to make sure that we are still able to help all of our students be prepared for mid-year examinations in time for the previously posted December date. We will send you the alternative schedule when it is completed.

Many thanks for your understanding and cooperation!

**Sincerely,**

I would like for my child to use the school lap-top issued for student use to complete his/her math assignments from September 2-11. We will return the lap-top in the same good condition in which it was given to us. We will not install any new software or do anything which may cause the computer to become infected with a virus. If the computer becomes ruined, lost, stolen, or damaged and cannot be returned in the same good condition Sept. 12<sup>th</sup>, we agree to pay \$400 to replace the lap-top #\_\_\_\_\_.

Parent Signature\_\_\_\_\_

**Sharon International School administration**