



Date: 11 November 2024

Dear Register Class Teacher,

I, \_\_\_\_\_, am the parent / legal guardian,  
of \_\_\_\_\_, in Grade \_\_\_\_\_. My I.D. number  
is \_\_\_\_\_ and my contact number is \_\_\_\_\_.

(tick appropriate box)

I give permission for you to give him/her the 2024 Final School Report on the stipulated day and time after I have settled my 2024 account.

YES	NO
-----	----

**OR**

(tick appropriate box)

I will personally settle the 2024 account and collect the 2024 Final School Report, at school on Tuesday 3 December 2024 after their concerts between 8:30am to 10:00am.  
(Grade R - 3)

YES	NO
-----	----

**OR**

(tick appropriate box)

I will personally settle the 2024 account and collect the 2024 Final School Report, at school on Wednesday 4 December 2024 after their concerts between 8:30am to 10:00am.  
(Grade 4 & 5)

YES	NO
-----	----

**OR**

(tick appropriate box)

I will personally settle the 2024 account and collect the 2024 Final School Report, at school on Wednesday 4 December 2024 after their concerts between 10:30am to 12:00pm.  
(Grade 6 & 7)

YES	NO
-----	----

**OR**

(tick appropriate box)

I will personally settle the 2024 account and collect the 2024 Final School Report, at school on Thursday 5 December 2024 between 7:30am to 10:30m.  
(Grade 10 & 11)

YES	NO
-----	----

**OR**

(tick appropriate box)

I will personally settle the 2023 account and collect the 2024 Final School Report, at school on Friday 6 December 2024 between 7:30am to 10:30am.  
(Grade 8 & 9)

YES	NO
-----	----

Signature: \_\_\_\_\_

**(We regret that reports cannot be emailed to parents)**

---

FOR OFFICE USE ONLY:

Received by student on: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Teacher's signature: \_\_\_\_\_