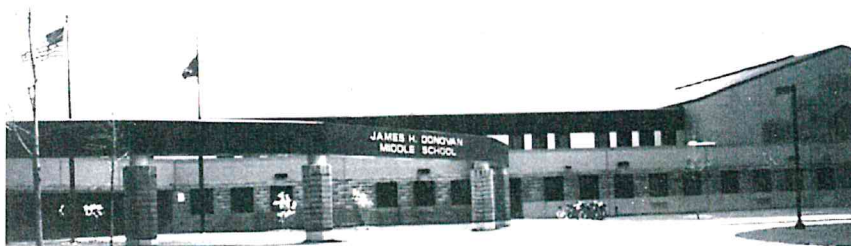


Donovan Middle School
1701 Noyes Street
Utica, New York 13502

Ann Marie Palladino,
Principal
315-368-6542



July 28, 2023

Dear Parents/Guardians:

Enclosed you will find a copy of your child's most current information on file in our School Tool database. Please review the information carefully. To make any changes please call 315-368-6545 or correct the information on the forms enclosed with this letter and return them to the main office over the summer. The best times to access the building is Monday-Friday from 8:00 a.m.-2:00 p.m. If that is not possible, please send the corrected forms to the main office with your child on the first day of school. You may also mail the forms back, with corrections, to Miss Ciccolella, 1701 Noyes Street, Utica NY, 13502. NOTE: Your address cannot be changed without proof. Acceptable proof of address is listed on the back of this letter. Contact Miss Ciccolella with questions regarding address changes.

The next mailings you will receive from school will be in August regarding student schedules and other important information needed before the school year begins. Bus information is sent directly to you from the bus garage in August. If you have bussing questions, you can contact the Durham Bus Company at 315-758-1648.

Check out our website. <https://www.uticaschools.org/schools/donovan/index> for upcoming events and important information!

August 28, 29, 30, and 31 (8:30-11:30 AM) Orientation and Building Tours:

All students new to Donovan along with parents/guardians are invited to school for an orientation to obtain a copy of their schedule, walk through the building, practice using their locker, have a guided tour of the building, and ask any questions they may have. You may come anytime between 8:30 am-11:30 am on the dates listed. Please only attend once. Park in the parking lots and enter through the main entrance through the concealed weapons detection system.

September 7 (Thursday):

First Day of School for Students

Sincerely,

A handwritten signature in cursive script, appearing to read "A. Palladino".

Principal Palladino



Document list of acceptable proof of address:

- Pay stub
- Income tax form
- Utility or other bills
- Membership documents (example: library cards) based on residency
- Tax bill from the City of Utica
- Telephone bill
- Water bill
- Oil company bill
- Insurance bill
- Official drivers license, learner's permit or non-driver identification
- Bank statement
- Voter registration documents
- DSS declaration:
Documents issued by federal, state or local agencies (example: local social service agency, federal office of Refugee Resettlement)