

## FAQ Sheet for Senior Letters

### What IS a Senior Letter?

Senior Letters are positive letters written to seniors. They are delivered to seniors at the Senior Letter Luncheon during the last week of school.

### What kinds of things can I write about in a senior letter?

There are many acceptable topics for senior letters. These include, but are not limited to

- congratulating the senior for graduating
- wishing the senior well in his/her next phase of life (college, military, career)
- remembering fond memories (childhood, school, social gatherings, etc...)

This is not an appropriate time to bring up old grudges or get one last dig in at a person.

### When do seniors receive their letters?

Seniors receive their letters AT the senior luncheon at the end of the year. Seniors who are not able to attend the luncheon can pick them up from Mrs. Prewitt in room 212 the next morning. They will also be available for pick up AFTER graduation practice. Because we are still stuffing the folders right up until the last minute, they will not be ready until the luncheon, so seniors CANNOT pick them up early.

### When is the senior luncheon?

On an exam day, which is a ½ day of school. The exact date will be announced AFTER we find out when our graduation ceremony is.

\*\*\*MANY seniors make the mistake of telling their bosses that they can be at work at noon since the school day is only half a day. DON'T do this, seniors. Plan on spending the time between 12:00 and 2:00 at the luncheon with your friends. This is your last hurrah! Wait to go to work at your regular time around 2:30 or 3:00.

### How do I write a senior letter and get it to a student?

Senior letters can be written on notebook paper, colored paper, stationary, cards, etc... Please place senior letters in envelopes. In the bottom left hand corner, please write the full name of the student to whom the letter is addressed. If a student is from another country, but has an American name, please tell us that as well. For example, write: Ye Sol "Jane" Lee. The more information you give us, the easier it is for us to make sure the letter gets to the right person.

There will be a senior letter drop box at the front desk, in Mrs. Prewitt's room (212), and at the front desk.

### What if somebody outside of school (parents, grandparents, family friends, etc...) wants to send a letter?

- People who live locally can mail their letters or choose to bring their letters to the school and drop them off at the front desk.
- People who live farther away can mail their letters, or, if saving postage is a real concern, they can e-mail the letters to your parents, who can then print them off and drive them up to the school.
- **DO NOT** mail the letters directly to the school. We use a Post Office Box for senior letters. The address to use is

**North Gwinnett Senior Letters  
P. O. Box XXXXXX (TBA)XXXXXX  
Suwanee, GA 30024**

**We will update the PO Box address as soon as we get closer to March. We open a new box for 3 months each year to save money!!**

- Envelopes should contain the address in the regular location and the student's full name, including middle name, birth name, and American name as applicable, in the bottom left hand corner.

Return address of sender here.

Stamp!

North Gwinnett Senior Letters  
Attn: Barbie Nelson  
PO Box XXX (TBA) XXX  
Suwanee, GA 30024

Full Student Name Here

Example: Ye Sol "Jane" Lee

← **SO IMPORTANT!!!**

### **Who reads the senior letters?**

Senior letters are delivered to students unopened. The only time we open a letter is when the information on the outside does NOT allow us to determine who should receive the letter. In that case we open the letter to try to determine to whom to deliver it.

\*\*Every year we have a least a dozen letters that we cannot deliver because we cannot figure out to whom they belong. One year we received a beautiful card. The mother addressed it, "Dearest Daughter, This card is beautiful, just like you. Love, Mom." It was dropped off at the front office, so there wasn't an address label or anything to give me a hint. With over 300 girls in the senior class, we simply could not figure it out.

### **Can people send items other than letters?**

This is NOT advisable. If people want to send you money, please have them send it directly to your house. We make EVERY effort to deliver the right letters to the right people, and we are very successful at this, but I wouldn't want something to accidentally happen to your money. Also, we are really only equipped to store and sort letters into our special class folders. If people want to send you large gifts or photo albums full of memories, please have them deliver those to your homes.

### **When I can begin turning in senior letters?**

We will receive letters between March 2 and May 1 at either the school or the post office box. After that, we will need time to sort and organize them.

### **What if somebody missed the deadline and still wants to send a letter?**

Go ahead and send those letters in. We will make every effort to get them to the student. This needs to be the exception rather than the rule, though. We have got to have the bulk of the letters in early May to begin sorting them. If you have 10 family members sending you letters and 2 of them are late, go ahead and bring me the 8 that you have on May 2 and then send in the other 2 as soon as you can.