

Dear:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Listed below are the documents needed for your personal file. Please fill out the attached forms or collect the forms needed and submit them to the office within 10 days of receiving this notice.

Sincerely,

Jenny

\_\_\_\_ Emergency Card \_\_\_\_ 3 Letters of Recomendation

\_\_\_\_ Resume \_\_\_\_ First Aid / CPR

\_\_\_\_ CFS 508 \_\_\_\_ Food Handler

\_\_\_\_ Mandated Reporter(CANTS 22) \_\_\_\_ Training Hours (PDR)

\_\_\_\_ Proof of Education \_\_\_\_ Sign Offs

\_\_\_\_ Physical / TB Test (CFS 602)