



Shutesbury Elementary School

www.shutesburyschool.org

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Jacqueline Mendonsa, Principal

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March 2, 2014

Dear Shutesbury Elementary School Community,

Recently, our town treasurer has informed us that the bank will no longer accept checks written out to “SES” or even “Shutesbury Elementary School”. Going forward, all checks should be made out to “Town of Shutesbury” with your child’s name and the school program in the memo line.

Also, all checks need to be written in blue or black ink. The bank will no longer accept checks written in any other colors.

I would also like to strongly encourage families to pay for SES programs (including lunch) using our online payment system, *Unibank Gold*. You can access this system by going to the school webpage (www.shutesburyschool.org) and clicking on the tab *Parents*, then select *Unipay Gold Online Payment*.

Please contact me with any questions.

Sincerely,

Jackie Mendonsa
Principal