



## IMPORTANT – TEACHER CHECKLIST MUST BE INCLUDED WITH YOUR LETTERS

- ➡ **PLEASE complete and attach this checklist** with the children's letters. Do not email or send the checklist separately – we are unable to match it to your class letters after they have been mailed.
- ➡ **PLEASE mail all letters from your students in one large envelope.** Your package does not require postage and can be either mailed or dropped off at your nearest post office.
- ➡ **PLEASE include a printed class list** with each child's name.
- ➡ Letters to Santa **must be mailed by Monday, December 1, 2025.**

Date letters were mailed:

Teacher's name:

School/daycare telephone number:

School/daycare name:

Class list included:

Number of students in class:

School/daycare COMPLETE address:

Special instructions/notes about your class that Santa might find helpful:

**PLEASE mail all letters from your students in one large envelope to this address:**

**Santa Claus  
North Pole  
HOH OHO**