



IMPORTANT – TEACHER CHECKLIST MUST BE INCLUDED WITH YOUR LETTERS

- ➡ **Please complete this checklist and include it** 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.
- ➡ **Mail all letters together in one large envelope.** Your package does not require postage and can be either mailed or dropped off at your nearest post office.
- ➡ **Include a printed class list** with each child's first name.
- ➡ **Mail your letters by Wednesday, December 2, 2026.**

Date letters were mailed:

School/Daycare name:

School/Daycare telephone number:

Teacher's name:

Number of students in class:

Class list included: Yes

School/Daycare COMPLETE address:

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

Please mail all letters in one large envelope to this address:

**Santa Claus
North Pole
HOH OHO**