



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 Friday, December 1, 2023.**
- ➔ Letters mailed after this date may not make it to the North Pole Post Office in time for Santa to write and send his reply before the last day of school. But never fear! Santa ensures all letters that arrive late will receive a response after **January 5, 2024.**

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:

**Santa Claus
North Pole
HOH OHO**