

# Alton Community Unit School District #11

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July 31, 2017

Dear Alton School District Parents/Guardians:

Welcome Back! We are so excited to start another wonderful school year. I want to personally thank you for entrusting the Alton School District in providing your child with an outstanding education.

I deeply value the feedback of our students, parents and staff. Therefore, I wanted to let you know that if you ever have any concerns or recommendations on how we can improve our services, please do not hesitate to contact me. As per our district Chain of Command, we ask that you allow the teacher or principal with an opportunity to first address any concerns. However, if you are not completely satisfied, please know my door is always open in an effort to better serve you.

The office hours for the Administration Center are Monday through Friday from 8:00 a.m. to 4:00 p.m. Please call and schedule an appointment should you ever wish to meet (I always recommend scheduling an appointment since I am frequently out in schools and not always available at the Administrative Center).

Again, please know how much I value parent feedback and do not hesitate to contact me if I can be of greater service to you. I look forward to a great school year and I thank you for your support!

Sincerely,

*Mark Cappel*  
Mark Cappel  
Interim Superintendent