

December 16, 2013

Dear Spelling Bee Coaches and Sponsors,

Your school's top spellers are invited to participate in the Thompson School District Spelling Bee. The bee will be held on Saturday, January 25, 2014, at Walt Clark Middle School, 2605 Carlisle Drive, in Loveland.

Our district bee is separated into a morning elementary bee and an afternoon middle school state-qualifying bee. Registration begins at 7:30 a.m. for the elementary division and at 12:30 p.m. for middle school. A complete schedule is located on the registration forms.

Please complete the school registration form with the names of your school finalists and send to Lisa Paradise (paralj@hotmail.com) by **Wednesday, January 15**. This will allow time to type and print the spelling bee programs. Please be sure to **carefully check the spelling** of your students' names. The program is a keepsake for the students, so we want to avoid misspelled names.

Please submit the names of your school's top spellers **only**. Due to space considerations, we **must** limit the number of participants to the number designated for your school, which you received in the quota list sent to you in October. There are no alternates. Substitutions may not be made after you have sent in your school registration form. Students who are not on the registration list at check-in will NOT be permitted to take the test, and their parents will be notified.

When your students arrive at the bee, they should go to the cafeteria and sit down at the table designated for your school. A list of pre-registered students and their assigned numbers will be found at the table. Name tags with those numbers will also be there. Students should wear their assigned number all day. When all students from your team have arrived, please bring their entry forms to the check-in desk. **Students must have a signed entry form in order to participate.** Please note that parents or coaches are asked to arrange supervision of their students. Parents who stay for the written portion of the bee are invited to wait in the library for their students. Only spellers and pre-screened teachers and helpers will be allowed in the testing area. We want to provide a quiet, distraction-free environment for our spellers. Parents and families are invited to observe oral rounds in the morning and/or afternoon.

We also request that each school provide **two volunteers** to help grade the written tests. **Elementary grading will begin at approximately 9 a.m. Middle school grading will begin at approximately 2 p.m.** Please remind the graders that they are there to grade as many tests as possible and will not necessarily be grading their own school's tests. Teachers, parents, grandparents and older non-participating students are welcomed as graders. High school students may be able to receive community service hours for their participation in grading tests.

We are looking forward to seeing you on January 25, 2014. If you have any questions, please do not hesitate to contact us. Thank you so much for your support of our spelling bee program!

Sincerely,

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