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20 September 2019

Dear Prospective Parents,

I would like to take this opportunity to inform you that, on 19 October, Makuhari International School will be holding an Information Session in the MIS Multipurpose Hall from 10:00am to 12:00pm. This Information Session will be for families of children interested in applying for admission to our Kindergarten or Elementary School for the 2020-2021 school year beginning in April 2020.

**Date:** 19 October (Saturday)

**Times:** 10:00am – 12:00pm

**Application Closes:** 4 October (Friday)

**Venue:** Makuhari International School Multipurpose Hall *Please see the school website “About Our School” → “Location” page for directions to get to the school.*

There will be a general presentation about the school which includes specific information about how the school operates. There will also be an opportunity for you to ask questions. Administrative staff will also be available to answer questions regarding admissions procedures and further matters.

At this meeting, we would request that if children do attend, they are supervised by parents quietly at all times. This includes if they are outside playing. Teachers will **not** be available to supervise children.

We anticipate that there may be parents who will have already decided to apply for their child to join Makuhari International School as well as some parents who are as yet undecided. All are very welcome. If you have friends and/or colleagues who are interested in attending, please let them know.

The office staff would be very grateful if you could let them know once you have decided to attend by sending the ‘[Application Form for the Information Session](#)’ by fax (043-296-0186) to the office or by email to [h.takeshita@mis.ed.jp](mailto:h.takeshita@mis.ed.jp) by Friday 4 October.

Please note for those people attending the Information Session, enrollment documents will not be posted in advance, but will be given to you on 19 October. If you are unable to attend the Information Session, but would like to have the enrollment documents sent by post, please send the '[Request for Enrollment Documents Form for April 2019](#)' by fax (043-296-0186) or by email ([h.takeshita@mis.ed.jp](mailto:h.takeshita@mis.ed.jp)). Both of these forms are available on our website.

We ask that you do not park in the school parking lot as we do not have enough parking space available. The nearest public parking space from the school is the nearby AEON Style Makuhari Bay Park. It is within walking distance and takes less than 10 minutes by the foot to the school. We appreciate your understanding in this matter.

Best Regards,

Trent Citrano  
Head of School