



Task Title: Read a School Memo

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will read a school memo and fill out an order form for Pizza Lunches.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage money/C1.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: ReadASchoolMemo_I_A2.2_B3.2a_C1.1

Learner Information

Parents often receive regular memos and forms from their children's school that they are asked to read, complete, and return to the school.

Read the "**Pizza Day Memo**" and the "**Pizza Order Form, Sunnydale Public School 2025-26**"

Pizza Day Memo

Dear Parents of Preschool – Grade 8 Students at Sunnydale Public School,

We are pleased to let you know that we will be offering monthly “Pizza Day” lunches to students again this school year (2025-26). Most will be held on the last Friday of the month, but this may vary some months.

At this time, we plan to offer Pizza Lunches on the following dates:

- Friday, September 26
- Thursday, October 30
- Friday, November 28
- Friday, December 19
- Friday, January 30
- Friday, February 27
- Friday, March 27
- Friday, April 24
- Friday, May 29
- Friday, June 19

If you are interested in purchasing pizza for your child/children, please fill out and return the attached order form to your child’s teacher by September 15 with your payment. Please fill out a separate form for each child in your family.

If you are paying by cheque, please make it payable to: Sunnydale Public School.

If paying by e-transfer, please send to: SunnydalePS@edumail.com

Thank you.

Sunnydale Public School Administration

Pizza Order Form, Sunnydale Public School 2025-26

	Check off type of pizza & enter beverage & number of slices desired					
	Cheese	Pepperoni	Hawaiian	Milk	___ x cost per slice	Monthly Total
September 26 (Friday)				___ x \$1.25	___ x \$3.00	
October 30 (Thursday)					___ x \$3.00	
November 28 (Friday)					___ x \$3.00	
December 19 (Friday)					___ x \$3.00	
January 30 (Friday)					___ x \$3.00	
February 27 (Friday)					___ x \$3.00	
March 27 (Friday)					___ x \$3.00	
April 24 (Friday)					___ x \$3.00	
May 29 (Friday)					___ x \$3.00	
June 19 (Friday)					___ x \$3.00	
TOTAL COST						

Student Name: _____

Teacher Name: _____

☐ Cheque attached

☐ Cash attached

☐ e-transfer sent

Parent's Signature: _____

Date: _____

Pizza Order Form, Sunnydale Public School 2025-26

	Check off type of pizza & enter beverage & number of slices desired					
	Cheese	Pepperoni	Hawaiian	Milk	___ x cost per slice	Monthly Total
September 26 (Friday)				___ x \$1.25	___ x \$3.00	
October 30 (Thursday)					___ x \$3.00	
November 28 (Friday)					___ x \$3.00	
December 19 (Friday)					___ x \$3.00	
January 30 (Friday)					___ x \$3.00	
February 27 (Friday)					___ x \$3.00	
March 27 (Friday)					___ x \$3.00	
April 24 (Friday)					___ x \$3.00	
May 29 (Friday)					___ x \$3.00	
June 19 (Friday)					___ x \$3.00	
TOTAL COST						

Student Name: _____

Teacher Name: _____

☐ Cheque attached

☐ Cash attached

☐ e-transfer sent

Parent's Signature: _____

Date: _____

Work Sheet

Scenario:

You have two children who want to receive pizza on the school's Pizza Lunch days. Use the following information to complete a separate Pizza Order Form for each child.

- Children's names are Sasha and Leo Kravitz.
- Their mother, Natasha Kravitz is filling out the order form.
- Sasha is in Grade 1 and her teacher is Mrs. Tamlin.
- Leo is in Grade 4 and his teacher is Mr. Richmond.
- Sasha likes Hawaiian pizza, but only one slice.
- Leo likes Pepperoni pizza and can eat 2 slices.
- Both children want milk with their pizza.
- The form was returned September 15 and payment sent by e-transfer.

Task 1: Using the information provided in the Scenario, complete Pizza Order Forms for Sasha and Leo.

Answer: No response required here.

Task completed: Yes ☐

Task 2: By what date must the order forms be returned?

Answer:

Task 3: Who must the order forms be returned to?

Answer:

Task 4: How much total will the e-transfer be?

Answer:

Answers

Task 1: Using the information provided in the Scenario, complete Pizza Order Forms for Sasha and Leo.

Answer: The learner should have completed two Pizza Order Forms as follows.

	Check off type of pizza & enter beverage & number of slices desired					
	Cheese	Pepperoni	Hawaiian	Milk	___ x cost per slice	Monthly Total
September 26 (Friday)			✓	<u>1</u> x \$1.25	<u>1</u> x \$3.00	\$4.25
October 30 (Thursday)			✓	<u>1</u> x \$1.25	<u>1</u> x \$3.00	\$4.25
November 28 (Friday)			✓	<u>1</u> x \$1.25	<u>1</u> x \$3.00	\$4.25
December 19 (Friday)			✓	<u>1</u> x \$1.25	<u>1</u> x \$3.00	\$4.25
January 30 (Friday)			✓	<u>1</u> x \$1.25	<u>1</u> x \$3.00	\$4.25
February 27 (Friday)			✓	<u>1</u> x \$1.25	<u>1</u> x \$3.00	\$4.25
March 27 (Friday)			✓	<u>1</u> x \$1.25	<u>1</u> x \$3.00	\$4.25
April 24 (Friday)			✓	<u>1</u> x \$1.25	<u>1</u> x \$3.00	\$4.25
May 29 (Friday)			✓	<u>1</u> x \$1.25	<u>1</u> x \$3.00	\$4.25
June 19 (Friday)			✓	<u>1</u> x \$1.25	<u>1</u> x \$3.00	\$4.25
TOTAL COST						\$42.50

Student Name: Sasha Kravitz

Teacher Name: Mrs. Tamlin

☐ Cheque attached ☐ Cash attached ☒ e-transfer sent

Parent's Signature: Natasha Kravitz

Date: September 15 (year can be included)

	Check off type of pizza & enter beverage & number of slices desired					
	Cheese	Pepperoni	Hawaiian	Milk	___ x cost per slice	Monthly Total
September 26 (Friday)			✓	<u>1</u> x \$1.25	<u>2</u> x \$3.00	\$7.25
October 30 (Thursday)			✓	<u>1</u> x \$1.25	<u>2</u> x \$3.00	\$7.25
November 28 (Friday)			✓	<u>1</u> x \$1.25	<u>2</u> x \$3.00	\$7.25
December 19 (Friday)			✓	<u>1</u> x \$1.25	<u>2</u> x \$3.00	\$7.25
January 30 (Friday)			✓	<u>1</u> x \$1.25	<u>2</u> x \$3.00	\$7.25
February 27 (Friday)			✓	<u>1</u> x \$1.25	<u>2</u> x \$3.00	\$7.25
March 27 (Friday)			✓	<u>1</u> x \$1.25	<u>2</u> x \$3.00	\$7.25
April 24 (Friday)			✓	<u>1</u> x \$1.25	<u>2</u> x \$3.00	\$7.25
May 29 (Friday)			✓	<u>1</u> x \$1.25	<u>2</u> x \$3.00	\$7.25
June 19 (Friday)			✓	<u>1</u> x \$1.25	<u>2</u> x \$3.00	\$7.25
TOTAL COST						\$72.50

Student Name: Leo Kravitz

Teacher Name: Mr. Richmond

☐ Cheque attached ☐ Cash attached ☒ e-transfer sent

Parent's Signature: Natasha Kravitz

Date: September 15 (year can be included)

Task 2: By what date must the order forms be returned?

Answer: September 15 (Learner may include the current year)

Task 3: Who must the order forms be returned to?

Answer: The children's teachers. Sasha – Mrs. Tamlin; Leo – Mr. Richmond

Task 4: How much total will the e-transfer be?

Answer: $\$42.50 + \$72.50 = \$115$. Practitioners may give part marks if the learner's total is correct based on the total they came up with on each order form.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	Performs limited searches using one or two search criteria			
	Extracts information from tables and forms			
	Uses layout to locate information			
	Makes connections between parts of documents			
	Makes low-level inferences			
B3.2a	May draw on additional simple sources, such as a list			
	Uses layout to determine where to make entries			
	Begins to make some inferences to decide what information is needed, where and how to enter the information			
	Follows instructions on documents			
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals			
	Identifies and performs required operation			
	Interprets and represents costs using monetary symbols and decimals			

Task Title: ReadASchoolMemo_I_A2.2_B3.2a_C1.1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	Follows apparent steps to reach solutions			
	uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):