



# Memo

**Date:** May 7, 2018  
**To:** Principals  
**From:** Mardessa Smith and Kirial De Rozas-Miles, Executive Assistants to the Archbishop and Auxiliary Bishops  
**Re:** Scheduling School Masses for 2018-2019 School Year

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As the current school year comes to an end and everyone is set to go on their much deserved vacation, we would like to invite all schools to submit requests for dates you would like the bishops to visit your school during the next school year. This request should be sent no later than June 15, 2018.

We will be populating all three bishop's calendars during June and July with various activities and we want to make sure all Catholic School students get a visit from at least one of the bishops.

Please submit your request to any of the following emails:

- [mwsmith@archatl.com](mailto:mwsmith@archatl.com)
- [kmiles@archatl.com](mailto:kmiles@archatl.com)

You will receive a confirmation email with the date a bishop can visit your school. If you have any questions, please feel free to contact us at:

Mardessa Smith            404-920-7303  
Kirial De Rozas-Miles    404-920-7319