

# GREENWICH PUBLIC SCHOOLS

## WESTERN MIDDLE SCHOOL

1 Western Jr. Highway

Greenwich, CT 06830

Tel. (203) 531-5700 Fax 531-5220

Mr. GORDON BEINSTEIN

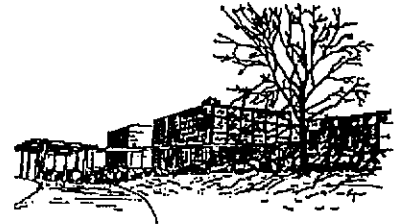
Principal

Ms. SUZANNE COYNE

Assistant Principal

Mr. KERRY GAVIN

Assistant Principal



August 9, 2019

### Re: Attendance Procedures

Dear Parents:

When you know that your child will be absent, **please call the attendance line at 203-531-5678** by 8:00 a.m. on the day of the absence. Leave a message stating the **date**, **spell your child's name**, and the **reason for the absence**.

When your child is tardy, he/she **must** report to the main office upon arrival to sign in and receive a pass to class. Unless there is a valid reason for the tardiness ("late start", "overslept", "heavy traffic", etc. are not acceptable reasons), this will count as an unexcused tardy. Recognizing that on time school attendance is vital to your child's success, chronic lateness will be addressed by school administration and /or PPS staff.

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gordon Beinstein".

Mr. Gordon Beinstein

Principal