



SHAWSHEEN ELEMENTARY SCHOOL

2026-2027 Information Guide

Please use this guide as a resource for basic school information and procedures.





Front Office Staff and School Information

Shawsheen Elementary School

298 Shawsheen Avenue, Wilmington MA, 01887

Phone: 978-694-6030

Fax: 978-694-6036

School Day Times: 8:40-3:00

Early Release Days: 8:40-12:00

Mrs. Lisa King
Principal

Mr. Kevin Welch
Assistant Principal

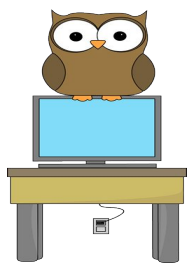
Ms. Jennifer Sirois
Administrative Assistant

Ms. Katie Callery
School Nurse

Mrs. Lisa Gibbs
School Counselor

Mrs. Sarah Leveroni
SEL & Family Engagement Specialist





Online Resources

**Use these links as helpful
resources throughout the
school year!**

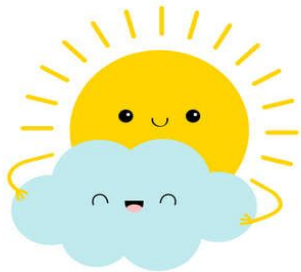
[Wilmington Public Schools Website](#)

[Shawsheen Elementary Website](#)

[Shawsheen Elementary Attendance
Account](#)

[2026-2027 WPS School Calendar](#)





GOOD MORNING

MORNING ARRIVAL PROCEDURE

- School doors are open 8:30-8:40 to allow students in. All students enter through the **back** doors.
- Car rider drop off lines form at the back of the school.
Please drive slowly and watch for pedestrians. Stay in your vehicle; staff will help direct students.
- Bus students will be greeted by staff each morning.
- Students who arrive after 8:40 must be walked to the front doors (on Shawsheen Avenue) and signed in tardy in the Main Office by an adult.





ABSENCE/TARDY PROCEDURE

If your student is going to be absent or late to school:

- Email **BOTH** the Attendance email shawsheen.attendance@wpsk12.com **AND** your child's teacher.

OR

- Call 978-694-6030 and choose Option #1 to leave a message on the Attendance Line.

When calling/emailing, please state your:

- Student's first **and** last name
- Teacher's name or room number
- Reason for absence/tardy

**ABSENCES OR TARDIES MUST BE REPORTED TO
THE MAIN OFFICE BY 9:00 AM!**





TRANSPORTATION REMINDERS

- Students must be registered to ride the bus and will be given a Bus ID card.
- Students may not switch buses, bus stops, or ride on a bus they are not registered for.

If you need to change how your student is going home that day (ex: bus rider to car rider or CARES to bus, etc.) please:

- Write a note to your child's teacher with their first and last name, classroom, and transportation change

OR

- Email your child's teacher **AND** the Attendance email (shawsheen.attendance@wpsk12.com) with your student's first and last name and change in transportation.

IF YOUR CHILD GOES TO CARES, YOU MUST INFORM CARES OF ANY CHANGES AS WELL.





END OF DAY PROCEDURES

BUS STUDENTS: Are called by bus number to the bus dismissal area.

CAR RIDERS:

- Will leave the school by the A-Level side door near the playground.
- Parents may line up in the back parking lot no earlier than 2:40 PM.
- Please be sure to have your car rider sign displayed (the next slide can be printed for your convenience).
- *For everyone's safety, do not leave your vehicle! Staff supervise students out to cars.*

CARES: CARES students are called down at the end of the day to their meeting area.

WALKERS: Walkers are dismissed through the **front door** by the Main Office.

DURING DISMISSALS, PLEASE DO NOT PARK ON THE SIDE OF THE SCHOOL NEAR THE PLAYGROUND AS IT CAUSES TRAFFIC ISSUES. IF NEEDED, PLEASE PARK IN THE BACK PARKING LOT.



Student First Name and Last Initial

Grade

Room #

SHAWSHEEN ELEMENTARY CAR RIDER SIGN



HOW TO DISMISS YOUR STUDENT EARLY

If you need to dismiss your student early from school, we ask that you:

- Write a note to your child's teacher with their first and last name, classroom, reason and time of dismissal.
- ***OR***
Email your child's teacher AND the Attendance email (shawsheen.attendance@wpsk12.com) with their first and last name, classroom, reason and time of dismissal.

*Please come to the front door of the school and ring the bell to be admitted to the Main Office.

*Have your ID ready-we will not release students without a valid ID and you must be on the student's Aspen contact list as able to pick up.

***We ask that parents not dismiss students after 2:40 as the office is extremely busy due to afternoon dismissal (except in case of emergency).**





**Early
Release
Day!**

EARLY RELEASE DAYS

Shawsheen Elementary dismisses at 12:00 PM on early release days.

Lunches are served.

2026-2027 Shawsheen Early Release Dates:

- Wednesday, September 30th
- Wednesday, October 28th
- Wednesday, November 25th
- Thursday, December 3rd (Grades K-5 only)
- Wednesday, December 23rd
- Wednesday, January 27th
- Wednesday, March 10th
- Thursday, March 18th (Grades K-5 only)
- Friday, March 26th
- Wednesday, May 5th
- Tuesday, June 15th* (*pending last day of school-may change with snow days*)





CORI CHECKS

CORI checks must be done at least 2 weeks in advance of the date you are volunteering.

Anyone who wishes to volunteer in any WPS school must have a current CORI check done.

This includes:

- Mystery/Classroom Readers
- Volunteering at Lunch/Recess
- Field Trips
- Field Day
- Classroom Events/Parties

If you need a CORI check done please:

1. Click [here](#) to download a WPS CORI form.
2. Complete **BOTH** sides of the document.
3. Email Mrs. Keating (jennifer.keating@wpsk12.com) to make an appointment to come in with your completed form and ID to complete the process. Appointments only take about 5 minutes, and must be done in person.

If you think you have a current CORI, email Ms. Sirois (jennifer.sirois@wpsk12.com) to check.

CORIS done by other organizations (sports teams, Scouts, etc.) do not apply to Wilmington Public Schools!

A CORI done by WPS is good for 3 years at all WPS schools.





IMPORTANT REMINDERS

Please be sure all notes, emails, and voicemails that are submitted have your student's:

- First **AND** Last Name
- Classroom Number **OR** Teacher's Name
- **Reason** for absence, tardy, or dismissal so attendance can be marked appropriately.

It is very important that all the above information is provided to ensure each student's safety.



**We Will Add More
Information Here Throughout
the Year If Needed!**



Thanks for being a part of the Shawsheen Elementary Family!

