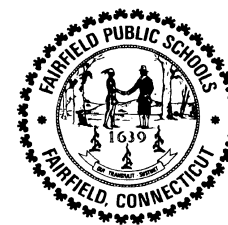


ROGER LUDLOWE MIDDLE SCHOOL

689 Unquowa Road
Fairfield, CT 06824-5001
Phone (203) 255-8345 – Fax (203) 255-8214



Megan Tiley, Principal
Karin Shaughnessy, Assistant Principal

Ian Banner, Assistant Principal
Steven DeAngelo, Dean of Students

May 22, 2017

Dear Parent(s)/Guardian(s),

It is hard to believe that in a few weeks your child will be participating in the Roger Ludlowe Middle School Closing Exercises.

During the last weeks of school, we have several grade activities planned for students and parents as well.

The activities, in order of occurrence, are as follows:

- **Wednesday, June 7, 2017** Holiday Hill Field Trip
8:15a.m.-3:45p.m.
- **Thursday, June 8, 2017** Grade 8 Semi-Formal Dance *
6:30 – 8:30 p.m. RLMS Gymnasium
*(Regardless of what your child’s instructions are, all parents are expected to be in the parking lot for pick up from this dance at 8:15 p.m.)
- **Thursday, June 15, 2017** Yearbook distribution & signing
for 8th grade students
- **Friday, June 16, 2017** Closing Exercises
9:00 a.m. RLMS – Main Gymnasium **
****Please fill out the attached form if you plan to take your child home following the RLMS closing exercises.**

Each family will be allowed four tickets for this event (technically 5 since each graduate does not require a ticket). We are confident that if you need more than four tickets you will be able to secure them via your child asking their classmates for tickets they will not be using. In addition, if you do not need all of your tickets please inform your child so that a swap between the students can take place. Unused tickets should also be turned into the main office for distribution. **It is important that your child clearly understands how many tickets your family needs and does their best to secure this amount.**


Tickets will be distributed to your child on Thursday, June 15, 2017 during homeroom.

Graduation attire: It is recommended that boys wear a shirt, tie and blazer. (If you are in need of a jacket, please contact Mrs. Eckert as soon as possible as we have a few extras. Any borrowed jackets will need to be returned to the office immediately after the ceremony). Girls should wear a dress, skirt or appropriate pants.

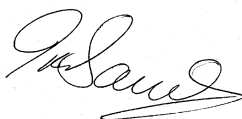
We hope this packet proves to be helpful in organizing these events. We look forward to seeing as many parents as possible at the parent activities and wish you well in your high school experiences. Please also keep in mind during this busy time that if it is necessary for your child to be picked up early, a note should be sent in with your child that morning so that they receive an early dismissal pass from the office.

On behalf of the Roger Ludlowe Middle School Staff, thank you for your support and sharing your children with us.

Sincerely,



Megan Tiley
Principal



Ian Banner
Assistant Principal



Karin Shaughnessy
Assistant Principal

RLMS CLOSING EXERCISES
Early Dismissal Notification
Friday, June 16th 2017

The RLMS Closing Exercises will run from 9am to approximately 10:30am. June 16th is a full day for students. Many parents/guardians may want to celebrate their graduate from middle school. We are asking parents/guardians to let us know in advance if you plan to take your child home following the closing exercises. If you plan to take your child following the closing exercises, please fill out the information below and have your child submit it to their homeroom teacher no later than homeroom on the morning of June 16th. Students remaining at RLMS for the entire day will report to their homeroom for attendance immediately following the closing exercises.

Student Name _____ **HR Teacher** _____

_____ **I plan to take my child home following the RLMS Closing Exercises.**

Parent/Guardian Signature _____

Parent/Guardian Printed Name _____