

# ***ROGER LUDLOWE MIDDLE SCHOOL***

689 Unquowa Road

Fairfield, CT 06824-5010

Phone (203) 255-8345 - Fax (203) 255-8214



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Megan Tiley, Principal  
Ian Banner, Assistant Principal

Steve DeAngelo, Dean of Students  
Karin Shaughnessy, Assistant Principal

## **PRINCIPAL'S MESSAGE**

December 15, 2017

Greetings RLMS Parents/Guardians:

A few reminders around **attendance** as the holidays approach. Students needing to leave school before 2:50 p.m. must bring a note from home to the main office before homeroom on the morning of the early dismissal. The student will “trade in” the early dismissal note from home for a pass from the attendance secretary in order to leave class and meet the parent in the main office at the designated time. Additionally, please call the attendance recording line (255-8403) to report student absences as well as an anticipated late arrival at school. Otherwise, the student will be marked absent and unnecessary calls will be made to your home and/or your place of business. Extended absence forms can be found on the RLMS website under the “PARENT” link.

Please be sure that your **Emergency Card** (the one you filled out in the beginning of the year and sent in to your child’s homeroom teacher) is up to date. We refer to the information on this card and information in Infinite Campus in case of emergencies and when someone other than the parent or guardian are doing a pick up from school. Emergency Cards are available on the RLMS website under the “PARENT” link.

As always, I appreciate you time and attention to these little details that make the RLMS community run a bit smoother! Do not hesitate to contact me if you have any questions regarding upcoming events at Roger Ludlowe Middle School. GO BULLDOGS!!

Warm regards~

Megan Tiley  
Principal

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