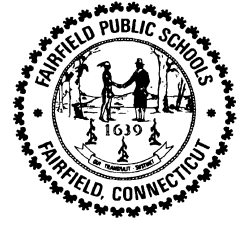


ROGER LUDLOWE MIDDLE SCHOOL

689 Unquowa Road

Fairfield, CT 06824-5010

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



Megan Tiley, Principal
Ian Banner, Assistant Principal

Steve DeAngelo, Dean of Students
Karin Shaughnessy, Assistant Principal

PRINCIPAL'S MESSAGE

November 30th, 2018

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.

I would like to emphasize the importance of regular school attendance. We recognize that there are times when illness, a family emergency, or a religious observance makes it necessary for a student to be absent. If you must take your child out of school for a family vacation, it will be the responsibility of the parents and the student to submit a “Notification of Extended Absence”. **Extended absence forms can be found on the RLMS website under the “PARENT” link.** It will be the responsibility of the student to check in with his or her teacher prior to their departure and upon their return to school. Students will be responsible for any missed work.

As always, I appreciate your 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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