



WHEELER AVENUE SCHOOL



One West Wheeler Avenue • Valley Stream, New York • 11580 • (516) 568-6140
www.valleystream13.com

Constance D. Evelyn, Ed.D.
Superintendent of Schools

John Frias
Principal

September, 2019

Dear Parent/Guardian:

The Health Office is equipped with a telephone answering device, and parents are asked to leave a message the evening before or prior to 8:50 A.M. in the morning on the day of your child's absence.

When you call, please contact the **Health Office at 568-6143** and give the following information:

1. Child's first and last name (please spell the last name)
2. Child's teacher
3. Reason for absence
4. Expected number of days of absence (Please notify us again if there is any change in the number of days of absence)

The messages will be checked against the list of absences at the beginning of the school day. Parents who have not called the Health Office to report the child's absence will be called.

Sincerely,

John Frias
Principal
(516) 568-6140

Sherrell Dingle
School Nurse
(516) 568-6143