

## **Kennedy Middle School Attendance Procedures**

**Attendance Phone # 262-253-3453**

**Main Office Phone # 262-253-3450 - Option #1**

### **KMS Administration Team:**

Principal Susan Climer: 262-253-3452

Assistant Principal Mark Kaminski: 262-502-7309

If your child will be **absent or tardy**, please call the KMS Attendance Office at the phone numbers listed above **before 8:15 a.m.** and provide the following (via phone or voice mail):

- 1. Students Full Name**
- 2. Grade and House Leader**
- 3. Reason for the absence or tardiness**
- 4. Your relationship to the student**

Upon return to school, KMS requests a written explanation of the student's absence. Please return this and any medical excuses to the Attendance office.