

RICHMOND HEIGHTS LOCAL SCHOOLS

447 RICHMOND RD. RICHMOND HTS., OHIO 44143 PHONE: 216-692-0086 FAX: 216-692-2820

"It's the Dawning of a New Day"

2018 PROCEDURES FOR REPORTING ABSENCES:

All Employees are required to report **all** absences **as soon as possible** (but no later than 6:00 A.M. on the day of absence) by calling the Absence line - even if no substitute is required. *Please note that this includes absences for Professional Leave.*

All Employees must call Cheryl Colicchio at 216-692-0086 EXTENSION 571500 and report the following:

- Name
- Position
- Building
- Reason for absence
- Whether a substitute is required if you know this information
- A phone number where you can be reached

Voice mail on this line is available 24 hours per day / 7 days per week

Advance notice for absences is greatly appreciated especially when a substitute is required to fill the position

The Following Positions must also notify their departmental staff as follows:

CLEANERS: Must call **Don Ferritto at 440-668-1400** (or his alternate) *in addition to* calling the Absence Line stated above. Mr. Ferritto will arrange coverage for the absence.

BUS DRIVERS: Must call **Isis Bey at 216-650-5784** (or her alternate) *in addition to* calling the Absence Line stated above. Ms. Bey will arrange coverage for the absence.

August 10, 2018

Mission: Prepare individual learners to navigate an evolving global community using 21st century competencies
www.richmondheightsschools.org