



DEPARTMENT OF THE AIR FORCE  
65TH AIR BASE WING (USAFE)  
LAJES FIELD AZORES PORTUGAL

MEMORANDUM FOR PARENTS OF LAJES AMERICAN SCHOOL STUDENTS

DEC 17 2007

FROM: ABW/CC

SUBJECT: Absence Reporting for All DoDDS Students

1. The safety and security of our schoolchildren is a combined responsibility between you, the school, and the wing. To help ensure the safety of our children, I am establishing a policy in which our schoolchildren are accounted for on school days.
2. For planned absences (leave, etc.) please notify the school two weeks prior to the absence or as soon as possible, but no later than two days prior to the planned absence. This will allow teachers with the time necessary to determine the assignments that will be missed as well as the opportunity to communicate with students. Please call 295-57-3357/535-3357 or 295-57-4151/535-4151.
3. For unplanned absences (illness, appointments, etc.) or late arrivals, Lajes American School must be notified before 0900 hours. The phone number to report absences is 295-57-3357/535-3357 or 295-57-4151/535-4151.
4. This policy will require parents/sponsors to ensure current contact information is on file at the school. This allows the school staff to contact parents/sponsors more efficiently in the event that your child is not scheduled to be absent and fails to show up to school. If information is not current/correct, DoDDS personnel will contact the School Liaison Officer or Mission Support Group Commander, who will contact the sponsor to obtain the child's status and correct information.
5. While there have been no specific instances or security threats to the children at Lajes Field, protection of our force include parents knowing where their children are at all times. The procedures noted above will help our school and military community partner with families in the security of our children.
6. If you have any questions or concerns, please contact the School Liaison Officer at 535-1314.

A handwritten signature in black ink, reading "Jack L. Briggs II".

JACK L. BRIGGS II, Colonel, USAF  
Commander

cc:

Dr. Archie Bates, DoDDS Superintendent, Mediterranean District  
65 MSG/CC  
USAFE A1/DPED  
65 MSG/SLO  
Ms. Virginia V. Briggs, Principal, Lajes American School  
Ms. Mary Waller, Assistant Principal, Lajes American School