



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

MEMORANDUM FOR PARENTS OF LAJES AMERICAN SCHOOL STUDENTS

FROM: 65 ABW/CC

SUBJECT: Absence Reporting for All DoDDS Students

1. The safety and security of our school children is a combined responsibility between you, the school and the wing. To ensure the safety of our children, I am establishing a policy where school children are accounted for on school days.
2. For planned absences (leave, etc.) please notify the school two weeks prior to the absence, but no later than two days prior by calling 295-57-3357/535-3357 or 295-57-4151/535-4151.
3. For unplanned absences (illness, appointments, etc.) or late arrivals, the school must be notified before 0900 hours. Please call one of the telephone numbers listed above.
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 your child is not scheduled to be absent and fails to show up to school. If the information is not accurate, 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 of Lajes Field, protection of our force includes parents knowing where their children are at all times. The procedures outlined 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.

MARGARET B. POORE, Colonel, USAF
Commander

cc:
DoDDS Schools
65 MSG/CC
65 MSG/SLO
USAFE A1/DPED