



CENTRAL ADMINISTRATION

Dr. George E. Stone
Superintendent

Jean Miccio
Assistant Superintendent for Instruction

Dr. Tammy Cosgrove
Assistant Superintendent for Human Resources

MaryEllen Herzog
Assistant Superintendent for Pupil Personnel Services

Binoy Alunkal
Business Manager

Jim Van Develde
Director of Communications

Memorandum

To: Human Resources

From: _____

Building/Department: _____

Date: _____

Subject: Attendance Record Inquiry

I am requesting that the HR Department review my attendance record. The issue pertains to

- Sick
- Personal
- Vacation
- Other

Description of the issue: _____

(Please attach a copy of the Employee Attendance Record.)