

PLEASE KEEP THIS INFO FOR REFERENCE THROUGHOUT THE YEAR

EDISON FAMILY INFORMATION

Edison office	720.424.7780
Attendance Line	720.424.7784 – Please include reason for absence or tardy or it will be marked as unexcused.
Office personnel:	
Sally Whitelock	Principal
Joan Wieser	Assistant Principal
Michelle Miller	Secretary
Barbara Schrant	Secretary
Office hours:	8:00-4:00
School hours:	8:40-3:30
Breakfast:	8:00-8:30 (free for all students every day)
DPS transportation dispatch	720.423.4624 – call this number if your student’s bus is late (must know bus route number)
Edison website	http://edison.dpsk12.org
DPS website	www.dpsk12.org
Fall Lifetouch picture day	Wednesday, September 30 (Makeups 11/12)

Please read the following attendance reporting procedures so we can be sure your child’s attendance is recorded accurately.

If your child will be absent please call the attendance line as soon as possible and leave a message including your child’s name, teacher’s name, and the reason for the absence. If you don’t leave a reason for the absence it will be marked as unexcused. If your child will be gone for more than one day it’s fine to leave all the dates on one message. Even if you let your child’s teacher know of the absence, you still need to call the attendance line so the absence is recorded correctly in your child’s electronic record.

If your child is tardy, which is anytime your child will not make it into his/her classroom by 8:50, please come to the office and sign the tardy book. Also be sure to get a yellow tardy slip from office personnel to give to the teacher so he/she is certain that your child’s attendance will be changed from absent to tardy. Office personnel are the only people who can make that change; teachers cannot.