

OFFICE REMINDERS:

- Attendance
 - To excuse an absence, parents and or guardians should e-mail FMSoffice@freemansd.org or call (509-291-7425) with the student's name, grade, and reason for absence. To excuse a student arriving at school late or to have your student released early, please e-mail or call the office. Students will be released from class once a parent or guardian has communicated with the office. Students will not be excused to leave school unless we have received communication from a parent or guardian.
- The Middle School Office is closed for lunch the same time as your students lunch time. If you need to pick up your student during this time, please check in at the FES Office.
- Bus Rider Changes? Bring a Note!
 - **Riding with a Friend:** If you plan to ride home with a friend on their bus, you must bring a written note from your parents or guardian. The note should include both your name and your friend's name.
 - **Riding a Different Bus:** If you need to ride a different bus than your assigned one, a written note from your parent or guardian is required. Please specify the bus number and stop you will be taking.
 - **Riding to a Different Stop:** If you're getting off at a different bus stop than usual, a note from your parent or guardian is necessary. Please indicate the friend's name.
 - **Riding in a Car:** If you are a car rider with a friend, the office needs a note from the parent or the student will be placed on their regular school bus
 - Notes and/or phone calls must be turned into the main office by **2 pm** on the day of the change.
 - If the office doesn't receive a note/phone call – you will have to ride your regular bus to your bus stop
 - If you have any questions, please don't hesitate to contact the school office 509-291-7301.

