
From: Peggy Phetterplace
Sent: Monday, March 31, 2014 8:27 AM
To:

Subject: Steven Bianco; Jill Uhler; Christopher Ludvigsen; Laura Price; Karen Kalisz
PLEASE READ -- FYI

FYI

Student Required Method of Notification:

If you are going to be late call 239-489-9220 (front desk) and talk to a staff member before the time you are supposed to be in for the day.

If you are sick or out for the day, please call 239-489-9220 (front desk) and talk to a staff member before or close to the time you are supposed to be in for the day. The earlier you can notify us the better chance we can get a replacement.

If you can't call then email at least two staff members who are working your shift and let them know you are *not* going to be in for the day. For weekends and nights email Peggy and the staff member who works weekends and nights. pphetterplace@edison.edu; juhler@edison.edu; sbianco@edison.edu; cludvigsesn@edison.edu lprice1@edison.edu; kmkalisz@edison.edu;

Do not rely on leaving a message on anyone's phone. They may be out of the office for the day. It's fine to leave a message, but you must use another method of communication.

Thank you ☺

Peggy Phetterplace
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