

**Wapakoneta Elementary**

900 N Blackhoof St  
Wapakoneta, OH 45895

[www.wapak.org](http://www.wapak.org)



Mark Selvaggio, Principal  
Carrie Knoch, Assistant Principal

**Phone:** 419-739-5000

**Fax:** 419-739-5051

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February 3, 2014

As always, if your child will be absent or tardy, we ask that you call the school office to report it by 9:30 AM. The office staff will be able to take your calls beginning at 7:15 AM. However, you may call, at any hour, and leave a message.

Sometime soon, we will begin using an automated service on a trial basis for one month. If you do not call the school by 9:30 AM to report your child's absence, you will receive an automated call regarding their absence. You will then be instructed to call the school to report the reason for your child's absence. We appreciate your cooperation in reporting your child's absence in a timely manner.

Thank you.