

**WEEK OF APRIL 8 – APRIL 12, 2019**

**Teachers and Paras: Please notify sub-central of absence via phone or internet.**

**All Other Staff: Please use 212-312-4959 to report absences. Call before 6 a.m.**

**Teachers: Subject class attendance sheets are due EVERYDAY IMMEDIATELY after your last class.**

**MONDAY, APRIL 8**

*Regular Bell Schedule “A” for Phys Ed/Science Lab.*

**TEST DAY: All Science Classes**

**TUESDAY, APRIL 9**

*Regular Bell Schedule “B1” for Phys. Ed/Science Lab*

**TEST DAY: All Science Classes**

**WEDNESDAY, APRIL 10**

*Regular Bell Schedule – “A1” for Phys. Ed/Science Lab.*

**TEST DAY: World Language, Health, English**

**ALL PROFESSIONAL STAFF**

- PD – Principals – Periods 2, 4, 5 & 9 – Lecture Hall A

**THURSDAY, APRIL 11**

*Regular Bell Schedule - “B2” for Phys. Ed/Science Lab.*

**TEST DAY: Mathematics, Music/Art/Tech**

**FRIDAY, APRIL 12**

*Regular Bell Schedule – “A2” for Phys. Ed/Science Lab*

**TEST DAY: Computer Science, Social Studies**

**PLANNING AHEAD**

**The City of New York is changing our benefits provider from WageWorks to Edenred Commuter Benefit. This change will begin in the Spring of 2019. Please check your Outlook Mail.**

**A Special Health Benefit Transfer Period – April 1 – April 30, 2019**

- You may change your carrier
- Add/drop optional rider
- Add/drop dependents
- Enroll in the Buy-Out Waiver Program
- Without a qualifying event

**Please check your Outlook email.**

**REMINDERS:**

- Check out our website at <http://stuy.enschool.org/>
- All doctor notes and medical documentation for absences must be brought in or faxed (212-312-4827) into the Payroll Office on the day you return to work.
- Always keep your emergency contact numbers up-to-date. Any change during the year, please inform your AP and Grace in Payroll, Room 211A.