



JACOB H. SCHIFF

P.S. 192

500 West 138 St., New York, NY 10031
Phone: (212) 775-9560 | Fax: (212) 775-9586
Website: www.ps192.org | Email: ps192@ps192.org

Date: September 2023

Subject: Reporting Lateness or Absence Notification

Dear Team,

I trust this message finds you well and that you all enjoyed a rejuvenating summer break.

I would like to take this opportunity to kindly remind everyone about our attendance and punctuality policy, which is in place to maintain the smooth functioning of our organization.

Upon your arrival, please make your way to the main office, situated on the first floor, room 124, to sign in. If you happen to arrive late, particularly after 8:00 am, it is crucial that you immediately **CLOCK IN** and proceed to your designated work station. Should you have any inquiries or require clarification, do not hesitate to reach out to me. It is imperative that you **SIGN YOUR CARD** at the commencement of each month.

In the unfortunate event of an absence or tardiness, it is mandatory that you promptly contact Ms. Abreu at 646-423-3493, no later than 6:00 am on the day in question. Additionally, please ensure that you report your absence via Subcentral, utilizing the provided link or contacting the designated number. We emphasize the importance of adhering to these policies to ensure



JUSTICE, HONOR, SELF-DISCIPLINE

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Hilduara Abreu | Principal

Arelis Javier | Assistant Principal



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the smooth operation of our team and to avoid any potential union-related concerns.

Thank you for your understanding and cooperation.

Warm regards,

Dulce Infante

Payroll Secretary

Tel: 212-775-9560 Cell: 347-939-3886 Fax: 212-775-9586

Email: dinfante5@schools.nyc.gov



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