

# MEMORANDUM

## WAUSAU SCHOOL DISTRICT

Robert Tess, CSRM  
Chief Finance & Business Services Officer  
415 Seymour Street  
Wausau, WI 54402-0359  
**Phone:** 715-261-0515  
**E-mail:** rtess@wausauschools.org

**To:** Administrative Team & Elementary Administrative Assistants  
**From:** Robert Tess  
**Date:** October 18, 2019  
**Re:** Elementary Recordkeeping Days – No Classes PM

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The 2019-2020 school calendar contains Elementary Recordkeeping days where afternoon classes are not in session. Bus arrival times for January 17, March 20, and June 4 are listed below.

Franklin Elementary School	11:30 a.m.	Maine Elementary School	11:30 a.m.
Grant Elementary School	11:30 a.m.	Rib Mountain Elementary School	11:30 a.m.
G.D. Jones Elementary School No 4K or Early Childhood Classes	11:30 a.m.	Riverview Elementary School No 4K or Early Childhood Classes	11:30 a.m.
Hawthorn Hills Elementary School No 4K or Early Childhood Classes	11:30 a.m.	South Mountain Elementary School	11:30 a.m.
Hewitt-Texas Elementary School	11:30 a.m.	Stettin Elementary School	11:30 a.m.
John Marshall Elementary School	11:30 a.m.	Thomas Jefferson Elementary School No 4K or Early Childhood Classes	11:30 a.m.
Lincoln Elementary School	11:30 a.m.		

Additional information:

- No lunch will be served.
- Parents will need to notify First Student if there is a change in the drop off location, i.e., day care provider, so proper bus arrangements can be made.

If you have any questions, please contact my office at 715-261-0515.

cc: First Student  
Metro Ride  
Maintenance & Operations Building  
School Nutrition Services  
Wausau Child Care, Inc.  
YMCA

Montessori School of Wausau  
Mountain View Montessori  
Hmong American Center, Inc.  
Captain Todd Baeten, Wausau Police Dept.  
Eric Lindman, City of Wausau Public Works