



## **WESTWOOD ELEMENTARY**

1155 Westwood Street • De Pere, WI 54115

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June 4, 2019

Dear parents,

The end of the school year is near and that means construction will begin at Westwood on June 10<sup>th</sup>. The office will be closed starting June 17<sup>th</sup> until June 21<sup>st</sup>. The office will be temporarily moving to the Kindergarten resource area on the east side of the building. Beginning on June 24<sup>th</sup>, the only access to Westwood will be through the Kindergarten doors (Door 9) on the east side of the building. You may park in the staff parking lot if you need to do business with the office. Additionally, Westwood will be without power from July 1<sup>st</sup> until July 5<sup>th</sup>. During that time, the office will be closed.

We appreciate your patience during the summer construction projects. We are confident that we will be available to you throughout the summer and be able to assist you with school related questions. If you have questions about access to the building, please contact the Westwood Office at (920) 337-1087.

Have a great summer!

Dr. Lau

**-----Westwood Closed-----**

**June 17 – June 21**  
**July 1 – July 5**