

WEST *Elizabeth*
JEFFERSON *Hills*
Pleasant **HILLS**



SCHOOL DISTRICT

ADMINISTRATION BUILDING
835 OLD CLAIRTON ROAD
JEFFERSON HILLS, PA 15025-3131
PHONE (412) 655-8450
FAX (412) 655-9544
www.wjhdsd.net

TERRY A. KINAVEY
Superintendent
SUZAN PETERSEN
Assistant to the Superintendent
JOSEPH W. ZUPAN
Business Manager/Board Secretary

Director of Pupil Services/Special Education
HAMSINI RAJGOPAL
Director of Human Resources

September 21, 2009

Dear Parents/Guardians,

As the school year has commenced, we would like to remind you about updating your emergency contacts.

Ensuring the safety of our students is a priority of the school district. In the event of an emergency such as inclement weather, all the schools maintain emergency cards on each student which contain the requisite information of persons to be contacted in the event of an early dismissal. If there is a change to either your personal information or that of alternate persons you have listed as emergency contacts, kindly contact the school immediately to ensure they have current information on record.

We thank you in advance for your co-operation.

Sincerely,

Terry Kinavey
Superintendent