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December 10, 2013

Dear Coventry Public Schools Retiree,

In an effort to increase efficiency in the Business Office and provide our retirees with the best customer service possible, Coventry Public Schools Administration will make the following changes that will go into effect on January 1, 2014:

1. If you are seeking information from the Business Office, we have created a phone extension dedicated to our retirees where you can leave a voicemail message containing your contact information and an explanation of the nature of your question(s) and/or concern(s). Messages left on this extension will be reviewed regularly and you will receive a response from the appropriate staff member as quickly as possible.

To leave a message, please dial 1-401-822-9400 extension 211.

2. If you need to visit the Coventry Public Schools Business Office in person, please indicate that in your message and we will schedule a time that you can meet with the appropriate person to discuss your question(s) and/or concern(s). Appointments will be scheduled on Tuesdays, Wednesdays and Thursdays during our regular business hours.

I would like to take this opportunity to thank you for your cooperation with this change.

Sincerely,

A handwritten signature in black ink that reads "Robin M. Pelletier".

Robin M. Pelletier
Director of Administration & Finance
Coventry Public Schools

"Working Together To Improve Our Schools"

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