



Whom to contact and when ... *A guide for parents and the community*

This table was created to assist our parents/guardians and community members when they need to contact the district regarding certain circumstances. The column on the left lists questions and concerns; after you find your topic, contact the person listed in the first level. If your matter is not resolved, move to the next level until it is resolved. Following these steps will help ensure your questions and concerns are answered efficiently and by the personnel most knowledgeable. Specific contact information can be found by clicking the contacts link here.

Click here for a list of pertinent contacts.

Questions/Concerns	Grades	1st Level	2nd Level	3rd Level	4th Level	5th Level
Athletics	All	Coach	Athletic Director	Principal	Superintendent	
Attendance	Pre-K - 8	Main Office	Teacher/ Social Worker	Principal	Asst. Supt. for Instruction	Superintendent
	9 - 12	Attendance Office	Teacher/Counselor/ Social Worker	Principal	Asst. Supt. for Instruction	Superintendent
Building Use	All/ Athletic Areas	Operations & Maintenance Office	Facilities Director	Asst. Supt. for Business	Superintendent	
Curriculum, Instructional Materials & Classroom Concerns	Pre-K - 5	Teacher	Principal	Asst. Supt. for Instruction	Superintendent	
	6 - 12	Teacher	Department Chair	Principal	Asst. Supt. for Instruction	Superintendent
Discipline	All	Teacher	Asst. Principal	Principal	Asst. Supt. for Instruction	Superintendent
English Language Learners	All	Teacher	ENL Team Leaders	Principal	Asst. Supt. for Instruction	Superintendent
Food Service/School Nutrition	All	Food Service/School Nutrition Director	Principal	Asst. Supt. for Business	Superintendent	
Health/Medical Issues	All	School Nurse	Principal	Asst. Supt. for Instruction	Superintendent	
	Athletics	Athletic Trainer	Athletic Director	Principal	Superintendent	
Homelessness	All	Counselor/Social Worker/Nurse	Principal	Homeless Liaison	Asst. Supt. for Business	Superintendent
Registration/ Transfer/ Residency	All	Registrar	Transportation Director	Asst. Supt. for Business	Superintendent	

Scheduling High School and Middle School	6 - 12	School Counselor	Asst. Principal/ Principal	Asst. Supt. for Instruction	Superintendent	
Security	All	Principal	Director of Security	Asst. Supt. for Business	Superintendent	
Special Programs: IEPs and 504 Plans	All	Special Education Teacher/Case Manager	Principal	Director/ Asst. Director Special Programs	Asst. Supt. for Instruction	Superintendent
Technical Support: Chromebooks	Pre-K - 8	Teacher	Principal	Technology Director/ Asst. Director	Asst. Supt. for Business	Superintendent
	9-12	Attendance Office	Principal	Technology Director/ Asst. Director	Asst. Supt. for Business	Superintendent
Technical Support: Google Classroom	All	Teacher	Principal	Technology Director/ Asst. Director	Asst. Supt. for Business	Superintendent
Technical Support: SchoolTool/ Parent Portal	All	Main Office	Technology Director/Asst. Director	Asst. Supt. for Business	Superintendent	
Transportation	Pick-up/ Drop-off	Bus Company Office	Transportation Office	Transportation Director	Asst. Supt. for Instruction	Superintendent
	All Other Issues	Transportation Office	Transportation Director	Asst. Supt. for Business	Superintendent	