

Who Do I Go To?*

Senior Support Specialist – Jodi Osborn	Records Clerk Specialist – Stephanie Hughes	Visiting Teacher/School Social Worker – Bev Troutman	Assistant Principal – Chris Collier	Principal – Jenny Mauch
Student Fees Copier and Copy Code Field Trips Substitutes Payroll -Substitutes - Sick Leave -Personal Leave Conference Room Use Lap Top Cart Key (Note Tech problems are emailed to Jess Rothwell) Keys Vendor Machine Problems Forms for “Approved for Distribution”	All Things Power School -Attendance -Grades - Schedule -Report Cards -Midterms Bus Records Requests and Cum’s Items for Mailboxes (for Whole School Distribution) Volunteer Badges/Background Checks and Lobby Guard	Attendance and Boundary Concerns	Discipline Paraprofessional Questions Emergency Drills and Plans Buses -Route Concerns -Discipline Playground and Lunch Questions/Concerns Follow up questions from CWT’s	Instruction Community and Partner Questions Teacher Based Team Requirements Policy Questions Budget/Spending Questions Facilities Concerns PTO/Foundation/LSDMC Point of Contact Flier approval for whole school community

Transition Teacher – Ashley Green	School Resource Coordinator – Angela Robertshaw	Security – Evon Saddler	Iss Instructor - Maia Cash	School Pyschologist- Dr. Nichols
New Family Questions and Supports	Community Resources Tours and Observations Uniform Vouchers After School Options Building Permits and Building Use Calendar <ul style="list-style-type: none"> - Clubs - Activities - Meetings 	Escort a student to time out or to ISS	KISR Lisason (Foster Student Liason and Contact) Gifted Testing ISS Work	IAT Questions 241-Kids Crisis Needs Testing Coordinator Questions Hearing Impaired Unit Questions Caseload Assignment Questions

*Use this chart to strengthen the Montessori triangle between the parent, the student and the school.

You are encouraged to work with your classroom teacher as the first point of contact with any concerns connected to academic or behavioral progress.