

parent communication with school staff flowchart



In order to direct you to the staff member that can help with any question or concerns, please use the chart below to identify the communication chain.

I need help with information about my child's classroom routine or day.	Please contact your child's teacher via email. ➡	If you need additional assistance, please contact Alice Larson , AP. ➡	If you need additional assistance, please contact Yvette Gonzalez , Principal. ➡	
I have a question about grades or data.	Please contact your child's teacher via email. ➡	If you need additional assistance, please contact Rachel Kenyon , ILC. ➡	If you need additional assistance, please contact Alice Larson , AP. ➡	If you need additional assistance, please contact Yvette Gonzalez , Principal. ➡
I need help with HAC.	Please visit our website for information on HAC. ➡	If you still need support, please contact Liz Antonetti , Computer Operator. ➡		
I need help with cafeteria payments/information.	Please make payments on PAYPAMS . ➡	If you need additional support, please contact Cindy Murrell , Cafeteria Manager. ➡		
I need to change my child's mode of dismissal for the day.	Please complete the Dismissal Change Form on our website . <i>Please note you will be directed to ParentSquare.</i>	PLEASE MAKE ALL CHANGES BEFORE 2:00PM (1:00PM on Wednesdays) to ensure that the change is communicated with your child's teacher.		
I need to excuse* an absence. <i>*Please note that family vacations are NOT excused absences.</i>	Please complete the Student Absence Form on our website . ➡ <i>Please note you will be directed to ParentSquare.</i>	If you need additional support, please contact Liz Antonetti , Computer Operator. ➡		
I have a question/concern about Bus Transportation.	Please follow the instructions on our website to download BusPlanner. ➡	If you need additional assistance, please contact Alice Larson , AP. ➡		
I have a question about Parent Square.	Please follow the instructions on the district site: ParentSquare ➡	If you need additional support, please contact Liz Antonetti , Computer Operator. ➡	If you need additional assistance, please contact Alice Larson , AP. ➡	
I have a question about Extended Day.	Please visit our Extended Day page on our website. ➡	If you need additional assistance, please contact Debra LaGrua , Extended Day Coordinator ➡		
I have a question about my child's 504 and/or ELL plan.	Please contact your child's teacher via email. ➡	If you need additional assistance, please contact Lara Yar , School Counselor. ➡		
I have a question about my child's IEP.	Please contact your child's teacher AND ESE teacher via email. ➡	If you need additional assistance, please contact Erin Glennon , ESE AP. ➡	If you need additional assistance, please contact Alice Larson , AP. ➡	If you need additional assistance, please contact Yvette Gonzalez , Principal. ➡
I have a concern regarding my student's conflict with a peer(s).	Please contact your child's teacher via email. ➡	If you need additional assistance, please contact Lara Yar , School Counselor. ➡	If you need additional assistance, please contact Alice Larson , AP. ➡	If you need additional assistance, please contact Yvette Gonzalez , Principal. ➡
I have a question about gifted, course acceleration, and/or grade acceleration.	All three <u>must</u> meet specific criteria. Please contact Lara Yar , School Counselor, with questions via email. ➡	If you need additional assistance, please contact Alice Larson , AP. ➡	If you need additional assistance, please contact Yvette Gonzalez , Principal. ➡	
I have concerns regarding my child's progress and/or interventions.	Please contact your child's teacher via email. ➡	If you need additional assistance, please contact Rachel Kenyon , ILC. ➡	If you need additional assistance, please contact Alice Larson , AP. ➡	If you need additional assistance, please contact Yvette Gonzalez , Principal. ➡
I have concerns regarding school safety and/or building safety.	Please contact Alice Larson , AP. ➡	If you need additional assistance, please contact Yvette Gonzalez , Principal. ➡		