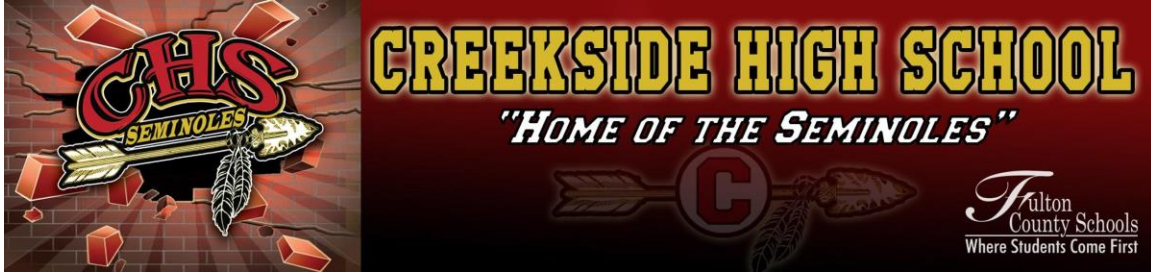




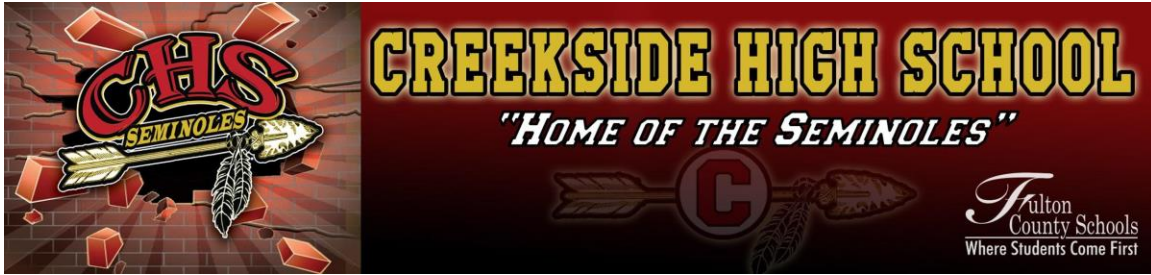
Who Do I Contact?

Issue	1 st Contact	2 nd Contact	3 rd Contact
Announcements	Main Office Professional Assistant Ms. Scott	Assistant Principal of Curriculum Mrs. Bethea	Principal Mr. Maxwell
Activity Bus	Athletic Director Ms. Troy	Assistant Principal of Student Services Mr. Pollock	Principal Mr. Maxwell
Athletics	Team Coach	Athletic Director Ms. Troy	Assistant Principal of Operations Mr. Ross
Attendance	Teacher	Professional Assistant Ms. Smith	Assistant Principal of Student Services Mr. Pollock
Calendar Request	Dean of Academics Mrs. Magee	Assistant Principal of Operations Mr. Ross	Principal Mr. Maxwell
CASE	Administrative Dean Dr. Few	Assessing Administrator	Principal Mr. Maxwell
Conference Request	Guidance Professional Assistant Mrs. Smith	Guidance Counselor	Assistant Principal of Curriculum Mrs. Bethea
Clubs	Club Sponsor	Administrative Dean Mr. Avery	Assistant Principal of Student Services Mr. Pollock
Curriculum Questions	Department Chair	Content Area Assistant Principal	Principal Mr. Maxwell
Discipline	Grade Level Administrative Dean	Grade Level Assistant Principal	Principal Mr. Maxwell
Enrollment	Registrar Mrs. Scott	Guidance Professional Assistant Mrs. Smith	Data Clerk Ms. Wyattte



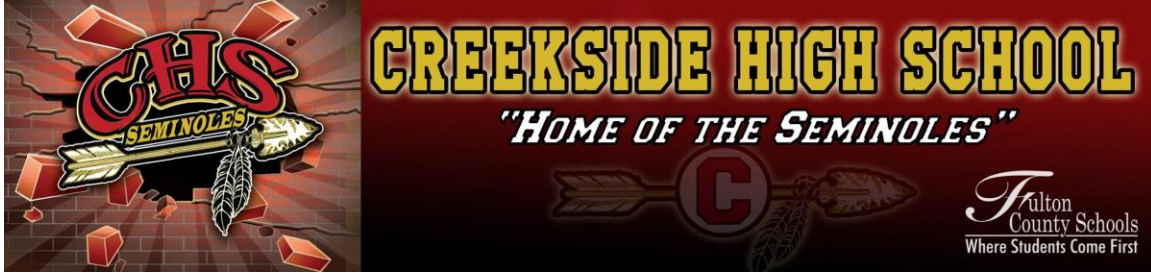
Who Do I Contact?

Facility Request	Administrative Dean Mr. Avery	Assistant Principal of Facilities Mr. Ross	Principal Mr. Maxwell
Field Trips	Academic Administrative Dean Mrs. Magee	Assistant Principal of Student Services Mr. Pollock	Principal Mr. Maxwell
Free & Reduced Lunch Forms	Cafeteria Manager	FCS Food Services	Assistant Principal of Student Services Mr. Pollock
Fundraiser or Purchasing	Teacher/Club Sponsor	Bookkeeper Ms. McFarland	Assistant Principal of Teaching and Learning TBD
Grades	Teacher	Guidance Counselor	Assistant Principal of Curriculum Mrs. Bethea
Graduation	Guidance Counselor	Assistant Principal of Curriculum Mrs. Bethea	Principal Mr. Maxwell
Law Enforcement	School Resource Officers	Fulton County Schools Police Department	
Library Books	Media Clerk Ms. Kirkpatrick	Media Specialist Mrs. Royal	Assistant Principal of Teaching and Learning TBD
Lockers	Administrative Dean Mr. King	Assistant Principal of Operations Mr. Ross	
Lunch Accounts	Cafeteria Manager	FCS Food Services	
Keys	Assistant Principal of Operations Mr. Ross		
Parking	Administrative Dean Mr. Avery	Assistant Principal of Operations Mr. Ross	
Parent Access	Parent Liaison Ms. Jones	Data Clerk Ms. Wyattte	Assistant Principal of Curriculum Mrs. Bethea



Who Do I Contact?

Repairs/Cleaning Request	Master Custodial Crew Leader Mr. Harrison	Administrative Dean Mr. King	Assistant Principal of Operations Mr. Ross
Senior Information	Senior Club Sponsors Mrs. Guy /Mr. Hector	Administrative Dean Mr. Avery	Assistant Principal of Curriculum Mrs. Bethea
Schedule Request	Guidance Counselor	Assistant Principal of Curriculum Mrs. Bethea	
SEC Questions/Concerns	Case Manager	Instructional Support Teacher Mrs. Jackson	Assistant Principal of Student Services Mr. Pollock
Technology Support/Repairs	Technology Specialist Mr. Hansberry		
Laptop/iPad Carts/Audio Visual Equipment/ Computer Labs	Media Clerk Ms. Kirkpatrick	Media Specialist Mrs. Royal	
Testing Questions	Academic Administrative Dean Mrs. Magee	Assistant Principal of Teaching and Learning TBD	
Textbooks	Teacher	Textbook Coordinator Mrs. Guy/Mr. Hector	Assistant Principal of Curriculum Mrs. Bethea
Transcript Request	Guidance Professional Assistant Mrs. Smith	Data Clerk Ms. Wyatte	Assistant Principal of Curriculum Mrs. Bethea
Transportation	Instructional Professional Support Mr. Holloway	Administrative Dean Mr. Avery	Assistant Principal of Operations Mr. Ross
Tutoring	Teacher	Administrative Dean Dr. Few	Assistant Principal of Student Services



Who Do I Contact?

Mr. Pollock			
Withdrawals	Registrar Mrs. Scott	Data Clerk Ms. Wyattte	Guidance Professional Assistant Mrs. Smith