**General:**

|  |  |  |
| --- | --- | --- |
| Information Needed: | Person: | Ext: |
| Absence reporting | Office Clerks |  |
| Activities | Mr. Washington | 2060 |
| Athletic Director | Mr. Washington | 2060 |
| Bookkeeping | Mrs. Cranchez | 2006 |
| Buses | Office Clerks |  |
| Clinic |  | 2026 |
| Facility usage | Mr. Sager | 2014 |
| Field trips | Mr. Washington | 2060 |
| Lockers | Mr. Ivory | 2325 |
| Student Parking | Mr. Harper | 2327 |
| Lunch program | Mrs. Freytag | 2050 |
| Permits to leave | Office Clerks |  |
| FOCUS logins | Ms. Finkley | 2008 |
| Schedule questions | Counselor |  |
| Student insurance | Mr. Washington | 2060 |
| Student records | Ms. Finkley | 2008 |
| Teacher conferences | Counselor |  |
| Transcripts | Ms. Finkley | 2008 |
| Tutors | Counselor |  |

**Exceptional Student Education (ESE):**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| VE Specialist | Mrs. Claudio-Padilla | 2328 |
| Behavior Specialist | Ms. Douglas | 2057 |

**Additional Student Support Services:**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| College & Careers | Mrs. Anderson- Rhodes | 2042 |
| Psychologist | Ms. Gillett | 1354 |
| Social Worker | Mrs. Howard | 2319 |
| Teen Parenting | Ms. Lawson | 2317 |

**Administrative Services:**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Principal’s Secretary | Ms. Simmons | 2005 |
| Principal | Ms. Gil | 2005 |

**Center for Wellness & Medical Professions (CWMP):**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Office Clerk | Mr. Harper | 2327 |
| Counselor | Ms. Banks | 2062 |
| Assistant Principal | Mrs. Spurgeon | 2017 |

**Fundamental Program:**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Office Clerk | Mr. Ivory | 2325 |
| Counselor | Mrs. Latta | 2061 |
| Assistant Principal | Mr. Washington | 2060 |

**The Academy of Creators, Scholars & Leaders**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Office Clerk | Ms. Walker | 2002 |
| Counselor | Mrs. Reiss | 2015 |
| MTSS Coach | Miss. Holman | 2014 |

**The Academy of Creators, Scholars & Leaders**

**(All Grade Levels):**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Office Clerk | Ms. Walker | 2002 |
| Counselor | Mrs. Reiss | 2015 |
| Assistant Principal | Mr. Sager | 2016 |

**Free After School Tutoring Services:**

Our school offers academic assistance in all core subject areas and credit recovery every Monday, Wednesday, and Thursday from 2pm to 3pm in the media center. To be allowed entrance, students must be present by 2:05 p.m. Students arriving later than 2:05 p.m. must have a pass from a coach or staff members.