**General:**

|  |  |  |
| --- | --- | --- |
| Information Needed: | Person: | Ext: |
| Absence reporting | Office Clerks |  |
| Activities/Athletics | Mr. Washington | 2015 |
| Bookkeeping | Mrs. Cranchez | 2006 |
| Buses | Office Clerks |  |
| Facilities | Mr. Sager | 2016 |
| Lockers | Ms. Walker | 2002 |
| Student Parking | Mr. Harper | 2327 |
| Lunch program | Mrs. Freytag | 2050 |
| Permits to leave | Office Clerks |  |
| FOCUS logins | Mr. Ivory | 2000 |
| Schedule questions | Counselor |  |
| Student insurance | Mr. Washington | 2015 |
| Student records | Mr. Ivory | 2000 |
| Teacher conferences | Counselor |  |
| Transcripts | Mr. Ivory | 2000 |
| ELP | Mrs. Spurgeon | 2017 |

**Exceptional Student Education (ESE):**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| VE Services Coach | Ms. Douglas | 2057 |
| Behavior Specialist | Mrs. Balkenbush | 2356 |

**Additional Student Support Services:**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| College & Career Coordinator | Mrs. Anderson- Rhodes | 2042 |
| Psychologist | Ms. Ivery | 2027 |
| Social Worker | Mrs. Howard | 2319 |
| Teen Parenting | Ms. Lawson | 2317 |
| Clinic | Ms. Porter | 2026 |

**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 | Mrs. Banks | 2062 |
| Assistant Principal | Mrs. Spurgeon | 2017 |

**Fundamental Program:**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Office Clerk | Ms. Walker | 2002 |
| Clerk Assistant7 a.m. – 10 a.m. | Mr. Smarwt | 2324 |
| Counselor | Mrs. Latta | 2061 |
| Assistant Principal | Mr. Washington | 2015 |

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

**(All Grade Levels):**

|  |  |  |
| --- | --- | --- |
| Position: | Person: | Ext: |
| Office Clerk | Ms. Walker | 2002 |
| Counselor | Mrs. Reiss | 2063 |
| 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, Tuesday, and Thursday from 2 p.m. to 3:30 p.m. 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.