



WHO DO I GO TO?



Transportation:

Who do I reserve a school van with?

Cathi Hagen/Jessie Robotti

Purchase Orders:

Who enters a PO for me if I don't have access to the account?

Building Secretaries

Who prints out POs for me?

Building Secretaries

Who do I contact to have a company added for purchasing?

Pat Reijo

Payroll/Insurance/Deductions:

Who do I go to about questions regarding payroll deductions?

Pat Reijo

Who do I go to about insurance questions?

Leslie Gilmore

Attendance/Lunch Money/Other Student Issues:

Who do I email my attendance to on early dismissal days?

You enter your own attendance in Period 1 instead of Period 0.

Who do I give lunch money to?

Building Secretaries

Who do I go to with a billing question for a student?

Building Secretaries

Who do I contact regarding any type of attendance issue?

Building Secretaries

Grading:

Who enters/changes grades once the grading window is closed?

Building Secretaries

AESOP/ERMA:

Who enters AESOP if I can't?

Building Secretaries

Who enters AESOP if it's after 8am/who calls my sub?

Principals

If I have a specific sub I need for an absence, who enters that in AESOP so it doesn't go out to the masses?

Teacher Selects Sub

OTHER:

Who do I go to to get a cash bag/box?

Jessie Robotti

How do I reserve a facility/Facility Usage?

Jessie Robotti

I'm having a baby. Who do I contact?

Inform Building Principal. Write a brief letter with approximate maternity/paternity leave dates to superintendent.