

Please use the following guide to help you decide whom to contact first.

Questions/Concerns	Step 1	Step 2	Step 3	Step 4
Academics / Student Progress	Classroom / Subject Teacher	HS/MS Guidance	Building Principal	Asst. Supt. for C & I, and Technology
Scheduling/Classroom	HS/MS Guidance Elementary Classroom Teacher	Building Principal	Asst. Supt. for C & I, and Technology	Superintendent
Procedures & Policies	Teacher	Building Principal	Asst. Supt. for C & I, and Technology	Superintendent
Curriculum	Classroom / Subject Teacher	Building Principal	Asst. Supt. for C & I, and Technology	Superintendent
Athletics	Coach	Director P.E. Health/Athletics	Superintendent	
Behavior	Classroom / Subject Teacher	Building Assistant Principal	Building Principal	Superintendent
Budget	Principal	Asst. Supt. for Business	Superintendent	Board of Education
Extra-Curricular Activities	Club Advisor	Building Assistant Principal	Building Principal	Superintendent
Health Issues	School Nurse	Building Principal	Director of Health, P.E. & Athletics	Superintendent
Board of Education Policies	Building Principal	School District Clerk	Superintendent	Board of Education
Special Education	Classroom / Special Ed Teacher	Building Principal	Director of Special Education	Superintendent
Transportation	Bus Driver	Secretary to Asst. Supt. for Business	Asst. Supt. for Business	Superintendent
Building Use	Secretary to Asst. Supt. for Business	Asst. Supt. for Business	Superintendent	
Buildings / Grounds Issues	Lead Custodian	Director of Facilities	Asst. Supt. for Business	Superintendent
Safety	Building Principal	Director of Facilities	Asst. Supt. for Business	Superintendent
Free/Reduced Meal Program	Secretary to Asst. Supt. for Business	Asst. Supt. for Business	Superintendent	
Student Registration	Secretary to Asst. Supt. for Business	Asst. Supt. for Business	Superintendent	
Non-Resident Tuition Student Application	Secretary to School Principal	Building Principal	Asst. Supt. for Business	Superintendent

DISTRICT & BUILDING LEVEL

WHO TO CONTACT

Registration/Enrollment, Free/Reduced Meal Program, Transportation:	x1262
Special Education Secretary:	x1226
Pre-School Special Education:	x1229
Director of Special Education:	x1255
Athletics Secretary:	x1225
Director of Health, Physical Education & Athletics:	x1399
Personnel:	x1224
Accounts Payable:	x1221
District Treasurer:	x1260
Payroll/Benefits:	x1257
Assistant Superintendent for Business:	x1263
Data Analyst:	x1261
District Clerk:	x1251
Assistant Superintendent- Curriculum, Instruction, Technology:	x1222
Superintendent of Schools:	x1251

William E. Cottle School Principal:	x1271
William E. Cottle School Office:	x1273 or x1272
Tuckahoe Middle School Principal:	x1244
Middle School Office:	x1245
Middle School Guidance Office:	x1252
Middle School Guidance Counselor:	x1246
Tuckahoe High School Principal:	x1270
High School Office:	x1269
High School Guidance Office:	x1252
High School Guidance Counselor:	x1238
High School Guidance Counselor:	x1254

To update your information in Blackboard Connect, please contact the school offices.