

DISTRICT CHEAT SHEET

Phone or Extension Numbers:

Tim - 1107 - Amy - 1101 - Haley - 1100 - Tammy - 1109

Information Requesting	Person to Call
Accident Reports - Staff and Students	Tammy
Accounts Payable	Haley
Advance Course Approval	Dr. Garrison
Advance Course Payment	Dr. Garrison / Tammy
Aesop	Amy / Tammy
Attendance	Tammy
Bells	Tim
Computers / Technology	Tim / Kent
Copiers	Tammy
District Bereavement, Sympathy, Birthday	Haley
District Deposits	Haley
District Receipts	Haley
Email	Tim
Employment Verification	Tammy
Extension List	Tim
Facility Use	Haley
FMLA	Tammy
FOIA Freedom of Information Act	Amy
Free and Reduced Lunch	Molly
Fundraising Dates	Amy
GSA - District General State Aid	Dr. Garrison
Health Insurance / District Insurance	Tammy / Haley
IMRF	Tammy
Librarian	Marissa Dunn
Mid-State	Dr. Garrison
Online Training	Tim / Kent
Paging	Tim
Payroll	Tammy
Personnel Files / New Teacher Information	Amy
Phones	Tim
Purchase Orders / Account Numbers	Tammy / Haley
Salary Verification	Tammy
Scheduling / Meetings / Dinners etc.	Amy
Scholarships	Tammy
School Messenger	Amy / Dr. Garrison / Building Admins
Software Issues - SDS - Common Goal /Teacher Ease	Tim
Substitute Teachers / Aides	Tammy / Amy
TRS	Tammy
Workman's Comp	Tammy