

DISTRICT CHEAT SHEET

Phone or Extension Numbers:
 CJ - 1107 - Amy - 1100 - Ashley - 1101 - Tammy - 1109

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