

DISTRICT CHEAT SHEET

Phone or Extension Numbers:

Tim - 1107 - Marcia - 1101 - Staci - 1100 - Tammy - 1109

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